



Staff Induction Policy



The Stour Federation

1. INTRODUCTION AND AIMS

This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding children and child protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school and Trust as a whole, provide the foundation for successful and safe contribution to the organisation. The induction programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the School culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The induction programme should be cross-referenced to the ECT induction requirements and probationary periods for support staff, as appropriate.

The induction process will:

- Welcome the employee to the school and Trust.
- Familiarise staff and volunteers with the values and vision of each individual school and the Trust's RESPECT values.
- Provide consistent information and training on the policies and procedures of the Trust and individual school..
- Provide safeguarding training and assess its effectiveness.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the Trust and individual school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community.
- Contribute to the colleague's sense of job satisfaction and personal achievement.
- Explain the Trust's Staff Behaviour Policy (Code of Conduct) to ensure that all employees, volunteers and governors new to the Trust understand what is expected of them at the school and gain support to achieve those expectations.
- Identify and address any specific training needs.

The induction programme will include:

- A warm, friendly welcome and basic induction on their first day, or before employment officially starts where possible.
- Information regarding individual needs and personal information such as dietary requirements, health needs and religious requirements.
- Orientation of the school site and areas of importance, e.g. toilets, staff room, classrooms, offices.
- An induction checklist of the policies, procedures and training to be covered.
- Safeguarding training.
- Health and safety training, including fire awareness.
- Safe use of school ICT equipment, including Chromebook/iPad agreements and login details.

Policies to be included:

- Child Protection and Safeguarding Policy, which will include amongst other things the policy and procedures to deal with peer-on-peer abuse and the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).
- Staff Behaviour Policy (Code of Conduct).
- Whistleblowing Policy.
- Behaviour Policy (and Anti-Bullying Policy), which will include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying.
- Online Safety Policy.
- Health and Safety Policy and related policies, e.g. Fire Safety, Lone Working.

An induction timetable including:

- Details of help and support available.
- Details of work shadowing, if appropriate.
- A diary of induction meetings.
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

2. MANAGEMENT AND ORGANISATION OF THE INDUCTION

Each school in The Stour Federation must have a named person responsible for the overall management and organisation of induction of **new employees, supply teachers and agency staff**.

Each school in The Stour Federation must have a named person responsible for the overall management and organisation of the induction of **volunteers**.

Each school in The Stour Federation must have a named person responsible for the overall management and organisation of the induction of **governors**.

The person/s responsible for induction should:

- Make arrangements to ensure that a new employee, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position, where possible.
- Provide, if appropriate, a tour of the school and information about facilities, answer questions and give practice advice.
- Introduce key personnel.
- Ensure that an induction programme is provided, delivered and evaluated.

General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

Name	
Start date	
Name of senior colleague/mentor	

Induction Element	Tick on completion	Notes
Day one		
Meet Induction Coordinator		
Introduction to senior colleague/mentor		
Tour work area & introduce to work colleagues and work area		
Location of facilities – toilets, parking etc.		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Dress code		
Use of personal mobiles		
ICT and Resources familiarisation (photocopiers, online systems and subscription sites)		
Child Protection and Safeguarding		
Health and Safety aspects relating to an individual's work environment, including evacuation and invacuation		
During first week		
Planned meetings with key people		
Personal programme and planned introduction to duties of post - agreed with the Induction Coordinator		
Meet with Induction Coordinator at the end of the first week, review progress and agree on training and development needs		
Identify development needs and agree on means of meeting		

End of first month		
Meet with Induction Coordinator and review progress		
Agree on an action plan to deal with outstanding items		
End of three months		
Meet with Induction Coordinator to determine whether induction programme is complete or if there are still outstanding items		
Agree on an action plan to deal with any outstanding items		
If the induction programme is complete, discuss possible courses of action in relation to the future development of the job role		

Induction Element	Tick on completion	Notes
Child Protection and Safeguarding		
This will include:		
New staff member, governor or volunteer added to the Single Central Record		
Know the most up to date documentation and policies to refer to: <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Staff Behaviour Policy (Code of Conduct) • Keeping Children Safe in Education • Whistleblowing Policy • Behaviour and Anti-Bullying Policies • Online Safety Policy 		
The school's role and responsibility in keeping children safe from harm and how the school supports vulnerable children and vulnerable families (Early Help, Attendance)		
Who to consult in relation to child protection or child welfare concerns in the school		
Different types of abuse and the ways in which children and young people can be harmed by adults, other children and young people, or through the internet: <ul style="list-style-type: none"> • Physical 		

<ul style="list-style-type: none"> • Emotional • Sexual abuse and exploitation (CSE) • Neglect • Domestic Abuse 		
The signs and indicators of possible abuse and neglect from a child's perspective (hearing the voice of the child and seeing through the eyes of the child)		
The school's procedure if you suspect a child is being abused, neglected or bullied and to know how to refer a concern you have about the child to the DSL (green form)		
Your duty to report concerns about a colleague or other adult who works with children (yellow form)		
What emergency action needs to be taken to protect a child, including outside normal office hours		
The Prevent strategy to protect children from radicalisation and extremism		
The expectation for social contact with children and families outside of the workplace		
The expectation for the use of social media for personal use		
The expectation for dress and appearance at work		
Health and Safety		
This will include:		
Provision of or reference to the location of the school policy		
Information and training in relation to the employee's responsibilities		
Fire and Emergency Procedures		
This will include:		
Location of school/building fire safety manual, fire action and other fire notices		
Location of firefighting equipment		
Means of raising the alarm including the position of fire alarm points (i.e. break glass units)		
Fire evacuation procedure and means of escape		

Fire assembly points		
Times of fire alarm sounder tests		
Invacuation/lockdown procedure		
Further training may be necessary depending upon the responsibilities of the post holder		

First Aid
This will include:

Location of first aid provisions		
Location of notices bearing details of qualified First Aiders		
Means of obtaining first aid assistance		
Policy on providing medicine and first aid for pupils		
Accident reporting		
Further training may be necessary depending upon the responsibilities of the post holder		

Other Policies and Procedures
This will include:

GDPR		
Policy and procedures relating to Behaviour Management		
Teaching, learning and curriculum policies, including assessment and feedback		
Policy and procedures relating to Sickness Absence		
Policy and procedures relating to Discretionary Leave of Absence		
Policy and procedures relating to TA Appraisal and teacher Performance Management		
Bullying & Harassment Policy & Grievance Procedure		
Stress and Wellbeing Policy		
Workload Charter		
SEND		

