

Induction Policy

Introduction

This policy applies to all employees and also, as appropriate, to volunteers, students and governors who will all receive a tailored induction programme which will include appropriate information, training and mentoring. Child Protection and Safeguarding and Health and Safety will feature prominently in every induction programme.

Aims

Our aim is to give new members of staff the support they need in order to become competent and reflective practitioners and ensure that they feel valued and able to work as effectively as possible within our team. We aim to give consistent information about the school, who works here and our ethos, while supporting staff to become established within their new role.

The induction process will:

- Enable staff to contribute to the school's ethos, vision and values
- Provide information and training on the school's policies and procedures
- Provide child protection training
- Explain the relevant Code of Conduct so that staff, students, volunteers and governors new to the school understand what is expected of them and are supported to achieve these expectations
- Enable staff, students, volunteers and governors to contribute to, support and develop the overall effectiveness of the school, meet the needs of our children and support their effective learning

The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered
- familiarisation of the working environment
- details of help and support available, mentoring and shadowing if appropriate

Roles and Responsibilities

While the roles and responsibilities for induction are clearly outlined, it is the intention that a supportive ethos is generated where new staff are encouraged and supported by everyone within the school.

The Headteacher

The Headteacher is responsible for the overall management and organisation of induction across the whole school.

Senior Management Team

The induction process can be followed by any member of the Senior Management Team, who will:

- Ensure that induction takes place
- Arrange the induction programme
- Follow the induction checklist
- Use appropriate information as required in the checklist
- Know how to access relevant policies and procedures

The Governing Body

- Monitors the establishment and implementation of induction arrangements in the school
- Takes into account the school's responsibility to provide the necessary monitoring, support and assessment for NQTs when selecting new staff

School Induction Programme

The timetable and details for induction is included on the Checklist for Induction (Appendix A).

The checklist indicates timings for each stage of the induction process and need to be signed by both the new colleague and the senior member of staff supporting the induction.

Some elements are applicable to all new colleagues, including students and volunteers. Some elements are applicable to school staff only and are clearly indicated.

A separate checklist is available for the induction of Governors (Appendix B).

Appendix A
Hadfield Nursery School

Checklist for Induction: Health and Safety

Day 1

(S) indicates staff policies

Area/Topic	Member of Staff	Date
Fire Evacuation Procedures		
Location of: Toilets Fire exits Health & Safety Law poster First aiders/first aid facilities Accident reporting procedures Staff room Drink making facilities Hot drinks policy Smoking		
Health & Safety Policy		
Applicable Risk Assessments (S)		

I have read and understood the instructions given above

Signed	Print Name	Date
(employee)		
(senior staff)		

Checklist for Induction: Safeguarding

Day 1 or 2 (as indicated)

Area/Topic	Member of Staff	Date
Child Protection & Safeguarding Policy (1)		
Keeping Children Safe in Education Guidance Section 1 (1)		
What to do if you're worried a child is being abused guidance (1)		
Working together to safeguard children guidance (1)		
Safer Working Practice leaflet and Code of Conduct (1)		
Employee and Volunteer Disqualification Declaration (1)		
Whistle Blowing Policy (1)		
Applicable Code of Conduct (1)		
Mobile Phone & Camera Policy (1)		
Security Policy (2)		
Behaviour and Anti-Bullying Policy (2)		
Physical Handling Policy (2)		
Tackling Extremism & Radicalisation Policy (2)		
Private Fostering Policy (S) (2)		
Continence & Intimate Care (S) (2)		
Child Protection and Welfare Record Keeping (S) (2)		
E-Safety Policy (2)		
Acceptable use of IT (2)		

I have read and understood the instructions given above

Signed	Print Name	Date
(employee)		
(senior staff)		

Hadfield Nursery School

Checklist for Induction: General

Day 1 or 2 (as indicated)

Area/Topic	Member of Staff	Date
Tour of the premises (1)		
Introduction to staff (1)		
Job Description (1)		
Confidentiality Policy (1)		
Declaration Business Interests (S) (1)		
Absence Procedure (1)		
Equality Policy (2)		
SEND Policy (S) (2)		
Curriculum Policies (S) (2)		
Assessment & Recording Policy (S) (2)		
School Development Plan (S) (2)		
Administration relevant to appointment (2)		
Review, development and appraisal procedures (S) (2)		
School Year Planner (2)		

I have read and understood the instructions given above

Signed	Print Name	Date
(employee)		
(senior staff)		

Appendix B

Induction Checklist for new Governors

After an appointment a new Governor should:	By whom	Completed
Be invited to visit the school to have a tour of the school and meet members of staff	HT	
Be given information about the role of Governors generally and how our Governing Body works specifically – details of sub committees etc.	Chair	
Be given a copy of the last minutes and Head teachers Report of the last full Governors meeting	HT	
Be signposted to a copy of the Legal Guide to Governors	CHAIR	
Be signposted to DCC Governor site		
Be given the names and details of all other Governors	CHAIR	
Be invited to visit the school again	HT	
Be made aware of training available and be encouraged to attend induction training run by LA as soon as possible	HT	
Ensure Governor Support have details of new Governor	HT	
Be given a copy of the School Development Plan	HT	
Complete a Declaration of Business Interests	Clerk	
Be given a copy of the Governors Code of Conduct	Clerk	
Be given Governor log-in details to the website	HT	
Be given a list of current relevant policy documents	HT	
Be given a copy of the latest Ofsted inspection report	HT	
Be given the dates and times of annual GB meetings	HT	

Signed: _____ Date: _____