



Love, Learn, Aspire

'Let all that you do be done in love.' 1 Corinthians 16:14

Preston Primary (VC) School

Induction Policy

Approved by: Full Governing Board
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Approval

Approved by: Full Governing Body	
Chair of Governors Name	Gillan Ide Oliver Clarke
Signature	<i>Gillan Ide</i> <i>Oliver Clarke</i>
Headteacher's Name	Inneke Luitingh
Signature	<i>Inneke Luitingh</i>

Version

Version	Author	Notes
V1.0	I Luitingh	Changes to formatting.
V1.1	M. Taylor	Removal of Jo Wilde and added Oliver Clarke as Co-Chair of Governors

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1. Introduction

- 1.1 This policy applies to all employees and also, as appropriate, to volunteers, agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation and mentoring as appropriate.
- 1.2 Safeguarding children and Child protection will feature prominently in every induction programme.
- 1.3 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 as a whole, provide the foundation for successful and safe contribution to the school. 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, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for information and help – however big or small.

2. Responsibilities - Who Supports Newly Appointed Staff?

- 2.1 The induction of all new staff, including support staff, is an important aspect of school life and is essential in maintaining and developing the school ethos. It is essential that all new staff know who is responsible for giving them support.
- 2.2 At Preston the Induction Programme for newly appointed staff operates under the direction of the Headteacher. The Headteacher acts as induction co-ordinator for newly appointed staff as well as being the Staff Development Co-ordinator. Induction is there to help, reassure, guide, counsel, inform and listen, and is responsible for monitoring the progress and professional development of newly appointed staff, guiding new staff through the school documentation, for whole school issues and for organising the appropriate support meetings.
- 2.3 The induction of a new Headteacher is the responsibility of the Chair of Governors. The Headteacher induct those newly appointed teachers who become members of the Leadership Team.
- 2.4 Each new member of staff will be appointed a mentor who may support newly appointed staff with the day to day organisation, class and school routines, planning, marking and presentation expectations, use of resources, etc. All other staff in school are involved in the induction of any newly appointed staff. All staff assist in integrating a new colleague into the whole school team. They share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any queries they might have.

The induction process should:

- Provide information and training on the school's policies and procedures
- Provide child protection information – including outlining responsibilities
- Enable the colleague to contribute to improving and developing the overall effectiveness of the 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 school's Code of Conduct to ensure that all staff, volunteers and governors new to the school 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 process may include:

- Signposting to the list of essential policies – either their location or on the website
- Receive copies of essential documents
- Explanation of help and support available
- Details of an assigned mentor, if appropriate
- Details of other relevant individuals with responsibility for Induction, eg. The IT technician, SEN etc.

2.5 All new supply teachers and agency staff should be given appropriate induction advice, training and resources, including:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Behaviour policy
- Relevant information on curriculum, timetables and schedules

3. Teaching Staff including Teaching Assistants

- All new staff will be given appropriate induction advice, training and resources by their line manager and others. This will be over a period of time, including:
- Safeguarding children and child protection
- Health and safety

- Fire and emergency procedures
- First aid
- Code of conduct
- Curriculum documents, as appropriate
- School website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Class lists and information on pupils, including SEN, PPG

4. Administrative Staff

4.1 All new staff will be given appropriate induction advice, training and resources by their line manager and others. This will be over a period of time, including:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- School administrative systems and procedures
- Specific job related training such as finance, recruitment selection, etc

5. Cleaning/Kitchen Staff

5.1 All new staff will be given appropriate induction advice, training and resources by their line manager and others. This will be over a period of time, including:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

6. Midday Supervisors

- 6.1 All new staff will be given appropriate induction advice, training and resources by their line manager and others. This will be over a period of time, including:
- Safeguarding children and child protection
 - Health and safety
 - Fire and emergency procedures
 - First aid
 - Code of conduct
 - Specific job related training such as behaviour management.

7. Governors

- 7.1 All new governors should be given appropriate induction advice, training and resources by the Chair of Governors, Clerk to the governors and the Headteacher. This may include:
- Safeguarding children and child protection
 - Health and safety
 - Fire and emergency procedures
 - First aid
 - Code of conduct
 - Current relevant school information, policy documents and relating documents
 - Handbook including staffing, Ofsted and school performance data
 - DfE information on the role of governors
 - Governing body policy documents
 - Dates and times of whole governing body and sub committee meetings
 - Access and information of previous governing body minutes
 - Information and access to governor training courses

8. Volunteers

- 8.1 All new volunteers should be given appropriate induction advice, training and resources. This should include:
- Safeguarding children and child protection
 - Health and safety

- 
- Fire and emergency procedures
 - First aid
 - Code of conduct

Appendix 1: Induction Procedures Check List

To help you settle in as quickly as possible you should have the following meetings or discussion with staff. Please keep a record for future reference.

Activity/Meeting/Discussion	Member(s) of staff	Issues for Discussion	Date Completed/ Initialled
Welcome/staff introductions and initial meeting with Headteacher including tour of school.	HT	Share school policies e.g. Child Protection, Code of Conduct, Behaviour	
Complete safeguarding induction	HT	Complete safeguarding induction	
Be given important diary dates/school calendar, meeting times etc.	Admin		
Be given staff list/structure	Admin		
Be given a list of current policies and shown their location on shared drive (school network)	Admin		
Be given details about registration procedures, timings for the day, playtime and lunchtime routines, protocol when ill etc.	HT		
Be given a tour of the building and shown resource areas, noticeboards etc.	HT		
Be shown photocopier, telephone system etc.	Admin		
Complete Health and Safety Induction	HT	Health & Safety Induction Checklist	
Be given a copy of the school SIP, SEF	HT		
Consider immediate training needs and arrange training (e.g. systems)	HT		
Complete declaration of business interests form (if applicable)	Admin		
Complete Workstation Assessment (if applicable)	Admin		

Meetings with staff			
Initial meeting with head of Key Stage	Mentor	Planning schemes, timetables, resources and curriculum files.	
Special Educational Needs	Jo Gittings	To discuss pupils in class with special needs, IEP's etc	
Assessment recording and reporting	HT	To discuss plans, record keeping, assessment, reports	
Initial meeting with English subject leader	Andy Taplin	To discuss plans, expectations, setting, standards, groupings.	
Initial meeting with Mathematics subject leader	Dawn Bithrey	To discuss plans, expectations, setting, standards, groupings.	

Start Date: _____

Completion Date: _____

Signed: _____ **(Staff Member)**

Signed: _____ **(Headteacher)**

Appendix 2: Induction Checklist for New Governors

	By whom	Required/not	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 Headteachers report of the last full Governors meeting	HT		
Be introduced to key school documents, such as SIP, performance data with training	Chair		
Be given a copy of the Legal Guide to Governors	Chair		
Be given the names and details of all other Governors	Chair		
Be invited to visit the school again, either to attend an assembly, to have school dinner or to spend time in a classroom	HT		
Ensure Governors section of website has details of new Governor	HT/Chair		
Complete Enhanced DBS disclosure	Office Manager		
Be asked to complete a declaration of business interests form	Clerk		
Be given a copy of the Code of Conduct	HT		
Be given a copy of the last Ofsted inspection report	HT		
Be given the dates of the next committee, sub committee and times	Chair		

Signed: _____ (New Governor)

Date: _____

Signed: _____ (Chair of Governors)

Date: _____

Appendix 3: Induction Procedures Check List for Support Staff

To help you settle in as quickly as possible you should have the following meetings or discussion with staff. Please keep a record for future reference.

Activity/Meeting/Discussion	Member(s) of staff	Issues for Discussion	Date Completed/ Initialled
Welcome/staff introductions and initial meeting with Headteacher including tour of school.	HT	Share school policies e.g. Child Protection, Code of Conduct, Behaviour	
Complete safeguarding induction	HT	Complete safeguarding induction	
Be given important diary dates/school calendar, meeting times etc.	Admin		
Be given details about registration procedures, timings for the day, playtime and lunchtime routines, protocol when ill etc.	HT		
Be given a tour of the building and shown resource areas, noticeboards etc.	HT		
Be shown photocopier, telephone system etc.	Admin		
Complete Health and Safety Induction	HT	Health & Safety Induction Checklist	
Complete declaration of business interests form (if applicable)	Admin		
Complete Workstation Assessment (if applicable)	Admin		

Start Date: _____

Completion Date: _____

Signed: _____ (Staff Member)

Signed: _____ (Headteacher)

Appendix 4: Induction Procedures Check List for Midday Supervisory Assistant

To help you settle in as quickly as possible you should have the following meetings or discussion with staff. Please keep a record for future reference.

Activity/Meeting/ Discussion	Member(s) of staff	Issues for Discussion	Date Completed/ Initialled
Welcome/staff introductions and initial meeting with Headteacher including tour of school.	HT	Share school policies e.g. Child Protection, Code of Conduct, Behaviour	
Complete safeguarding induction	HT	Complete safeguarding induction	
Be given important diary dates/school calendar, meeting times etc.	Admin		
Be given details about timings for the day, protocols when ill etc.	HT		
Be given details about lunchtime routines and protocols	Senior MSA		
Be shown photocopier, telephone system etc.	Admin		
Complete Health and Safety Induction	HT	Health & Safety Induction Checklist	
Complete declaration of business interests form (if applicable)	Admin		
Share Behaviour policy	HT		

Start Date: _____

Completion Date: _____

Signed: _____ (Staff Member)

Signed: _____ (Headteacher)

Appendix 5: Record of Extra Meeting

Date	Member of Staff	Meeting/Issues for discussion

Appendix 6: Important contact telephone numbers

School: 01462 4521734

Headteacher: 07948688887 (out of school hours)
head@prestonjmi.herts.sch.uk

Chair of Governors: Mr Gillan Ide
gichair@prestonjmi.herts.sch.uk