

Aspire Learning Trust



Staff Induction Policy

Policy Reference: A1
To be reviewed: Annually
Policy Owner: HR Committee

Policy Progression Revisions		
Date	Reviewed	Description of changes
December 2016		New Policy

Date Approved	December 2016
Date Reviewed by	
Signature of Chair	
Print Name	

Staff Induction Policy

1. Introduction

1.1 This policy applies to all employees of the Trust 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. Safeguarding Children and Child Protection will feature prominently in every induction programme.

1.2 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 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 NQT Induction requirements and probationary periods for support staff, as appropriate.

1.3 The induction process will:

- Provide information and training on the school's policies and procedures;
- Provide Child Protection training and assess its effectiveness;
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising student achievement, and meeting the needs of students, parents and the wider community;
- Contribute to the colleague's sense of job satisfaction and personal achievement;
- Explain the Trust's Code of Conduct to ensure that all staff, volunteers and governors new to the Trust and school understand what is expected of them at the school and gain support to achieve those expectations;
- Identify and address any specific training needs.

1.4 The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered;
- an induction timetable;
- 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.

1.5 Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Induction Checklist

Management and Organisation of Induction

1. Responsibility for Induction

At SHSCC:

The SLT lead Helen Norris is responsible for the overall management and organisation of induction of new teaching staff.

The Personnel Manager Angela Shaw is responsible for the overall management and organisation of induction of support staff.

Angela Curtis and Kerry Hardie are responsible for the overall management and organisation of induction of supply teacher and agency staff.

The Chair of Governors is responsible for the overall management and organisation of induction of Governors.

At Park Lane Primary and Nursery School:

The SLT lead Rachel Bains is responsible for the overall management and organisation of induction of new teaching staff.

The School Administrator, Michelle Graves is responsible for the overall management and organisation of induction of support staff.

The School Administrator Michelle Graves is responsible for the overall management and organisation of induction of supply teacher and agency staff.

The Chair of Governors is responsible for the overall management and organisation of induction of Governors.

At New Road Primary School:

The SLT lead Rachel Bains is responsible for the overall management and organisation of induction of new teaching staff.

The School Business Manager Sally Gaskin is responsible for the overall management and organisation of induction of support staff.

The School Business Manager Sally Gaskin is responsible for the overall management and organisation of induction of supply teacher and agency staff.

The Chair of Governors is responsible for the overall management and organisation of induction of Governors.

2. The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, 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, answering questions and giving practical advice;
- Introduce key personnel;
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection and Health and Safety;
- a training timetable;
- a checklist of the policies and procedures to be understood;
- details of help and support available;
- a diary of meetings;
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by Angela Curtis and/or Kerry Hardie (SHSCC), Michelle Graves (PL), Sally Gaskin (NR). This should include:

- Trust Safeguarding and Child Protection Policy;
- Part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Behaviour Management Policy;
- Relevant information about the College/school and the College/school day;
- Relevant information on curriculum, schedules and timetables.

Teaching Staff

All new staff should be given appropriate induction advice, training and resources by Helen Norris (SHSCC), Rachel Bains (NR), Rachel Bains (PL) . This should include:

- Trust Safeguarding and Child Protection Policy;
- Part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Behaviour Management Policy;
- Relevant information about the College and the College day;
- Relevant information on curriculum, schedules and timetables;
- National Curriculum documents;
- Policy documents, including School Improvement/Development plan;

- Year group schemes of work;
- Assessment advice, recording, reporting, resources and procedures;
- Class and set lists;
- Information on whole school and year group resources, including ICT;
- Timetables;
- SEN information.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by Angela Shaw (SHSCC), Michelle Graves (PL), Sally Gaskin (NR). This should include:

- Trust Safeguarding and Child Protection Policy;
- Part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- School administrative systems and procedures;
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by Angela Shaw (SHSCC), Michelle Graves (PL), Sally Gaskin (NR). This should include:

- Trust Safeguarding and Child Protection Policy;
- Part 1 of Keeping Children Safe in Education;
- 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.

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors. This may include:

- Trust Safeguarding and Child Protection Policy;
- Part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Current relevant school information, policy documents and School/College Improvement Plan data;
- School prospectus including staffing, Ofsted and school performance data;
- DfE information on the role of governor;
- Trust Governance documents;
- Dates and times of local governing body meetings;

- Access and information of previous governing body minutes;
- Latest governing body report to parent and school newsletters;
- Information and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Head of Department/Phase Leader in which they are volunteering. This should include:

- Trust Safeguarding and Child Protection Policy;
- Part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;

Appendix 3

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 Co-ordinator		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets, fire meeting point etc.		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
ICT and resources familiarisation		
Health and Safety aspects relating to individual's work environment		

<p>During First Week</p> <p>Planned meetings with key people.</p> <p>Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator.</p> <p>Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs.</p> <p>Identify development needs and agree means of meeting.</p>		
---	--	--

<p>End of First Month</p> <p>Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items.</p> <p>End of Three Months</p> <p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items.</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role.</p>		
--	--	--

Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include:</p> <p>Provision of or reference to the location of the school policy.</p> <p>Information and training in relation to the employee's responsibilities.</p>		
<p>Fire and emergency procedures: This will include:</p> <p>location of school/building Fire Safety Manual;</p> <p>Fire Action and other fire notices;</p> <p>location of firefighting equipment;</p> <p>means of raising the alarm including the position of fire alarm points</p> <p>(i.e. break glass units);</p> <p>fire evacuation procedure and means of escape;</p> <p>fire assembly points;</p> <p>times of fire alarm sounder tests, and</p> <p>any other relevant information.</p> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>		

<p>First Aid</p> <p>This will include:</p> <p>location of first aid provisions;</p> <p>location of notices bearing details of qualified First Aiders;</p> <p>means of obtaining first aid assistance;</p> <p>any other relevant information;</p> <p>policy on providing medicine and first aid for students;</p> <p>Further training may be necessary depending upon the responsibilities of the post holder.</p>		
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p> <p>This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and the Whistleblowing Policy</p>		
<p>Policy and procedures relating to Behaviour Management</p>		
<p>Policy and procedures relating to Sickness Absence</p>		
<p>Policy and procedures relating to Discretionary Leave of absence</p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p>		