

Policy for the Induction of New Staff

Date: May 2021

1. Introduction

Induction is the effective introduction of a colleague to his or her role within the school.

This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave. All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of the school's employees. The comments of new and existing staff are welcomed, to help shape future induction procedures.

It is the school's aim that staff enjoy their time at the school, find it stimulating and worthwhile and feel that they are members of a successful and hardworking team. The school aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the targets and objectives of the school development plan. The school's induction procedures are designed to help to make this happen. The school recognises that pupils achieve most from a well-informed, highly motivated staff. New staff will be supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the school and its working practices as quickly and easily as possible. The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of the school.

Induction is the beginning of a process of ongoing professional development, to which the school is thoroughly committed. This includes the provision of support, training, appraisal and opportunities for career development.

The specific aims of the school's induction of new staff are:

- To ensure an understanding of the school's aims and ethos and how they impact on the implementation of school policy
- To provide the individual with relevant school information.
- To ensure effective implementation of school policies and procedures
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the school
- To ensure implementation of the school's health and safety routines and requirements
- To identify the role the individual will play within the school.
- To learn more about the individual and his or her immediate long term professional needs and aspirations.
- To explain what the school can and will do to help the individual make an effective contribution to the school.

Induction Responsibilities

It is the Headteacher's overall responsibility to ensure each new member of staff receives his or her induction entitlement. Each new member of staff is assigned an induction mentor to help them accomplish the requirements of the job. Mentors will be chosen in relation

to the nature of the appointment. All staff share a corporate responsibility towards new members of staff to make them aware of day-to-day routines and procedures. It is in everybody's interest that each member of staff is able to contribute towards the fulfilment of our school aims.

Mentoring is the support, advice and guidance provided for colleagues to enable the development their expertise in their new role in order to become a confident team member.

Induction Process

The following describes what new staff can normally expect by way of induction. All new teaching and non-teaching staff will participate in the school's induction process. The level of support provided will be tailored to the new member of staff's role within the school and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

From application for the post until immediately prior to starting:

- Receipt of job description and person specification
- Receipt of details of school's aims and ethos
- Gain an understanding of the post through interview activities
- Agreement of contract and salary
- Familiarisation time in school, where possible, for teaching staff, spending time in school with future class
- Handover from previous post holder
- Meeting with a senior member of staff to discuss role and duties.
- Informal opportunity to meet staff and pupils.
- Completion of pre-appointment documentation
- Undertaking and additional training requirements, which will include Safeguarding, Child protection, and Health and Safety.
- Information on school dress code for staff

Approval and Review

The policy was approved by the Headteacher on 12th May 2021.

The renewal date is annually or earlier if there is a change in legislation.

MEADOWPARK SAFEGUARDING INDUCTION AND REVIEW CHECKLIST

Employee Name.....		
..... Date		
	Date	Initials
Introduction to and know who the DSL and DDSL are		
Where to find policies and safeguarding information / noticeboard		
Received login details for Safeguarding online training/training completed and up to date		
Know where to find details of DOFA / LADO / MASH		
Know where to find and how to complete the concern forms		
Staff member to read the following policies:		
To be familiar with all parts of KCSIE 2020 and read part 1 and annex A		
Child Protection and Safeguarding Policy, with Covid-19 annex		
Escalation Policy for Child Protection & Child Welfare Concerns		
Mobile Phones, Electronic Devices, Cameras & Photos Policy		
Alcohol or Substance Abuse Policy		
Whistle Blowing Policy		
Prevent Duty Policy		
Staff Code of Conduct & Behaviour Policy		
Allegations against Staff Policy		
Separated Family Policy		
<i>Allow time for questions after policies read</i>		
SEN:		
Introduction to/know who the SENCO is		
Read SEND Policy		
Know where to find SEN information		
First aid:		
Know what to do in case of a medical emergency		
Know who the school's named first aider is		
Location of first aid boxes		

DSL Sign..... Date.....