



St. Patrick's R.C. Primary School



Induction of New Staff Policy		
Date	Review Date	Coordinator
September 2017	September 2018	M Ryan

The School aims:

- to make a successful contribution to the development of the Catholic faith in each member of the school community and to encourage children to establish a personal relationship with almighty God
- to be a Christian community where prayer, liturgy and worship are seen as an integral part of the everyday life of the school
- to give each child access to a broad and balanced curriculum as laid down by the Education Reform Act 1996 and developed in the National Curriculum, enabling all children to achieve full potential in their
- to give equal value to the contribution of every member of the school staff - teaching and non-teaching and to foster good, caring relationships based on sound Christian values within the school and the wider community
- to have due regard for all members of the community of which we are a part based on a true understanding of our gospel values
- to make the partnership which already exists between home, school and parish on formal, and informal levels continue to flourish
- to help children to reach their full potential within a living Christian community

Introduction

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. 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 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 & GTP Induction requirements and probationary periods for support staff, as appropriate.

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 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 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

Appendices

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

Review Spring Term 2013.

Management and Organisation of Induction

Responsibility for Induction

The Deputy Headteacher and Placements Leader is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.

The Placements Leader and Phase Leaders are responsible for the overall management and organisation of induction of volunteers

The Headteacher and Chair of Governors are responsible for the overall management and organisation of induction of Governors

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
- details of the Performance Management procedures.

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 the Deputy Headteacher.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

This information is held in the Supply Teachers Handbook.

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by the Deputy Headteacher/Placements Leader/Phase Leaders

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

Appendix 2

- National Curriculum documents

- Staff Handbook,
- Essential Guidelines
- Policy documents, including School 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,
- Access to the School Policies

All this information is available on the School's Staff Shared System.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Deputy Headteacher, Headteacher or Phase Leaders

This should include

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- Information on First Aid procedures
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.
- Access to the School VLE.

All this information is available on the School's VLE.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by the Deputy Headteacher and the Caretaker.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- Information on First aid procedures
- Code of Conduct
- Staff Handbook

- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the Deputy Headteacher

This should include

- Safeguarding children and Child Protection
- Health and safety
- Fire and emergency procedures
- Information on First Aid procedures
- Code of Conduct
- Staff Handbook
- Specific job related training such as behaviour management

Governors

All new Governors should be given appropriate induction advice, training and resources by the Headteacher and Chair of Governors.

This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Current relevant school information, policy documents and School Development Plan data.
- School brochure including staffing, Ofsted and school performance data • DCSF information on the role of governor
- Governing Body Policy documents.
- Dates and times of whole Governing Body and sub committee 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 Assistant Headteachers, Placement Leader or Deputy Headteacher

This should include:

- Safeguarding children and children protection
- 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 postholder)

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 etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT / VLE and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		
Fire and emergency procedures location of fire fighting 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,		
Policy and procedures relating to Safeguarding Children and Child Protection		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence		
First Aid location of first aid provisions, Identification of qualified First Aiders,		

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

<p>During First Week</p> <p>Planned meetings with key people</p> <p>Meet ICT subject Leader for VLE training 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>		
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<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>		
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Signed

Date

Signed
(Induction Coordinator)

Date

Headteacher:	M. Ryan	Date:	September 2017
Chair of Governing Body:	G. Wilson	Date:	September 2017