



St. Patrick's R.C. Primary School



Forming lives ready to face the future

Staff Induction Policy

Date	Review Date	Coordinator
September 2018	September 2019	M Ryan

“Seek Ye First The Kingdom of God”

Vision Statement

To put Christ at the heart of our community

Date of issue	Review dates	Signature
November 2015	July 2016 July 2018	

ST. PATRICK'S CATHOLIC PRIMARY SCHOOL

Staff Induction Policy

1. Rationale

The Governing Body and Headteacher believe it is essential that all new members of staff receive a comprehensive induction program. There is a commitment to ensure that the new member of staff is given the necessary information and support to fulfil their role within a Catholic School and understand our Mission which holds Christ at the Centre.

2. Aims

- To welcome new colleagues and enable them to meet other colleagues and experience the atmosphere of the whole school community and understand our ethos.
- To meet the Headteacher, staff and children
- To understand their role and responsibilities
- To deepen their understanding of the Come and See Curriculum Programme
- To develop their skills in leading and facilitating Collective Worship and Prayer
- To give background material on the school and current issues
- To allow time to ask questions about their role and/or the school
- To explain how school systems and procedures work
- To consider the need for a mentor

New staff member will receive:

- A main Policy Pack which includes:
 - (1) Behaviour
 - (2) Child Protection
 - (3) Medication of Pupil
 - (4) Staff use of ICT
 - (5) Health and Safety
 - (6) Procedure for reporting a missing child
 - (7) Procedure for dealing with and reporting accidents
 - (8) Fire evacuation procedure
- Log in details for school network
- Snow Tree with emergency closure procedure
- Staff list with responsibilities
- School Calendar

New staff members are also recommended to read:

- The School Improvement Plan

- The latest Ofsted report and action plan
- Christ at the Centre Document

Areas that a member of the Senior Leadership Team will cover include:

- Induction dialogue
- Current issues facing the school
- Child Protection
- How to report an illness or request for Leave of Absence
- House Keeping: First Aid,
- Curriculum Training- In house and Diocesan

After the appointment has been confirmed a visit will be arranged to receive:

- CRB request pack
- Personal details form
- Induction Pack

During the first weeks new staff members will be:

- Introduced to the Headteacher, Child Protection Named Persons, SENCOs
- Meet with Parish Priest and understand his Role
- Experience staff evening retreat at The Lady Chapel Osmotherly
- Meet Senior Leaders for Induction Dialogue which includes basic Child Protection procedures
- Given a tour of the school
- Meet Phase Leaders and HLTA for their phase.
- Discussion of Parish links and wider links in the Diocese of Middlesbrough and School Services Team

ST. PATRICK'S ROMAN CATHOLIC PRIMARY SCHOOL



MAIN POLICY PACK FOR STAFF INDUCTION

I have read and adhere to:

1. Child Protection/Safeguarding Policy
2. Behaviour Policy
3. Medication of Pupil Policy
4. Staff Use of ICT Policy
5. Health & Safety Policy
6. Protocol for reporting a missing child
7. Protocol for dealing with and reporting accidents
8. Fire evacuation procedures
9. Christ at the Centre Document

Staff Name _____

The new staff member will be asked to sign to confirm that the above have:

Received: Signed _____ Date _____

Read: Signed _____ Date _____

Headteacher:	M. Ryan	Date:	September 2018
Chair of Governing Body:	G. Wilson	Date:	September 2018