Kingston Community School

Grace, love & fellowship

Induction Policy

Approved	September 2017		
Review Date	September 2018		
Signed (Interim Headteacher)		Name	Devinder Riat
Signed (Chair of Local Governing Body)		Name	
Signed (Company Secretary)		Name	

Introduction

This policy applies to all employees and also, as appropriate, to volunteers agency staff and LAB (Local Academy Board) who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring as appropriate.

Safeguarding Children (Keeping Children Safe in Education – September 2016) 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 LAB (Local Academy Board) become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims 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.

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.

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 Staff Handbook to ensure that all staff, volunteers and LAB (Local Academy Board) 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 may include:

- A meeting with the headteacher or senior member of staff
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer log- ins etc, the designated mentor or supervisor

Appendices

Appendix 1

Management and Organisation of Induction

Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new teacher employees

The School Business Manager is responsible for the overall management and induction of supply teachers, and agency staff as well as of organisation of induction of volunteers

The SENCO is responsible for the overall management and organisation of induction of new teaching assistants

The Clerk to the LAB and the Chair of the LAB is responsible for the overall management and organisation of induction of LAB (Local Academy Board)

The School Cook is responsible for the overall management and organisation of induction of new catering assistants

The Senior SMSA (School Meal Supervisory Assistant) is responsible for the overall management and organisation of induction of new SMSA's

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 and assigning a Buddy
- Ensure that an Induction Programme is provided, delivered and evaluated

Appendix 2

The Induction Programme

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

- Child Protection information
- Health and Safety procedures
- 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. This should include;

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

Teaching Staff including Teaching assistants

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the deputy head and senior teachers. This is likely to be over time and as necessary.

This should include;

- Safeguarding children and child protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Handbook
- Curriculum documents
- School Website
- Policy documents, including Raising Attainment plan
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists
- Information on whole school and year group data, including SEN, disadvantaged and vulnerable
- Timetables

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by their line manager and others e.g. The School Business Manager. This should include;

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- 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 their line manager and e.g. the Lead SMSA. This should include;

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- 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 their line manager and e.g. The Cook and Lunchtime Managers. This should include;

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

LAB (Local Academy Board)

All new LAB (Local Academy Board) should be given appropriate induction advice, training and resources. 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 School Improvement Plan
- School brochure including staffing, Ofsted and school performance data

- DfES information on the role of governor
- LAB Policy documents
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes
- Latest LAB 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 either The School Business Manager or The Headteacher. This should include;

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Keeping Children Safe in Education Part 1

Kingston Community School Induction Checklist

Name_____**Start Date** _____

Name of Mentor _____

Induction Element	Tick and initial on completion	Notes
Day One		
Meet Headteacher/School Business Manager for an introduction to the school		
Check DBS and identity on first visit		
Show where Sign in/out book is kept and adhered to		
Information shared regarding Child Protection and Designated Person		
Information shared regarding confidentiality and information sharing protocols		
Meet member(s) of staff who you will be working with and be shown the task expected and where you will be working		
Tour of the school and facilities		
Emergency procedures and security procedures		
Use of personal mobiles, dress code and code of conduct		
Health and Safety aspects relating to individual's work environment and whole school		
School behaviour and rewards systems understood		
Safeguarding Knowledge and Understanding Complete		
Essential policy documents listed (in folder or on website) to be read: **Keeping Children Safe in Education** **Safeguarding Policy** **Child Protection Policy** **Prevent Action Plan** **Behaviour Policy** **Anti-bullying Policy** **Whistle Blowing Policy (See Staff Handbook)** **Health and Safety Policy** **Fire Procedures**		