



# **Induction Policy**

Reviewed: April 2019

Next Review: September 2019

**Induction Policy**

## **Introduction**

This policy applies to all employees and also, as appropriate, to volunteers and agency staff who will all receive a tailored induction programme which will include appropriate information and training. Safeguarding will feature prominently in every induction programme.

The Induction Programme is designed to help new employees and volunteers 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 ongoing and evolving process over time. 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 will:**

- Provide information and training on the school's policies and procedures through the Staff Handbook.
- Provide safeguarding information – including outlining responsibilities.
- Enable the employee 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 employee's sense of job satisfaction and personal achievement.
- Explain Windsor Academy Trust's Staff Code of Conduct to ensure that all staff and volunteers understand what is expected of them.
- Identify and address any specific training needs.
- Include a meeting with the headteacher or senior member of staff.
- Direction to essential policies – signing that these have been read.
- Provide copies of essential documents relating to role.
- Explanation of help and support available.
- Provide details of other relevant individuals with responsibility for induction e.g. IT support to offer logins etc, the designated mentor or phase leader.

### **Appendix 1: Organisation of Induction**

Responsibility for Induction:

- The Headteacher is responsible for the overall management and organisation of induction of new employees.
- The Headteacher's PA is responsible for the overall management and induction of supply teachers and other agency staff as well as induction of volunteers.
- The clerk to the Local Advisory Board (LAB) is responsible for the overall management and organisation of induction of LAB members.
- The Pastoral Lead is responsible for the organisation of induction of new Lunchtime Supervisors

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff is welcomed.
- Ensure that immediate needs are identified **before** taking up the position where possible.
- Provide a tour of the school and information about facilities, answering questions and giving practical advice.
- Introduce key members of staff.
- 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:

- Safeguarding 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 and other key dates
- Details of other relevant individuals with responsibility for induction

### **Appendix 3: Induction Checklist**



## Induction Checklist

<b>Name</b>		<b>Job Title</b>	
<b>Start date</b>		<b>Line Manager</b>	

	<b>Staff</b>	<b>Complete</b>	<b>Comments</b>
<b>Before Starting</b>			
Meet headteacher	LW		
Present DBS	DW		
Meet Line Manager	DW		
<b>Information about the school</b>			
School layout and travel/access/parking information	DW		
Signing in/out procedures	DW		
Outline of the school day and relevant procedures	DW		
Summary of academy/Trust's essential characteristics and key aims	DW		
Academy's mission statement	DW		
Details of staffing structures including DSL and Deputy DSL	DW		
Details of school support services (i.e. secretarial and IT support)	DW		
School improvement plan and self-evaluation form (if appropriate)	LW		
Arrangements for Tea/Coffee	DW		
Security arrangements	DW		
<b>Information about the role</b>			
Line management information	CD		
Relevant timetables	CD		
Pupil lists (if relevant)	CD		
<b>Important dates</b>			
Term dates and how they relate to the contract for the post	DW		
A full school calendar for the current year	DW		
<b>Conditions of employment</b>			
Hours of work, lunch breaks, timekeeping, etc	DW		
Annual leave entitlement	DW		
Pay dates and access to e-payslips	DW		
Claim forms – overtime, mileage, expenses etc	DW		
Pension Scheme	DW		
Details of appraisal / performance management	CD		

(BlueSky)			
Probation procedure (if relevant)	DW		
<b>Conduct</b>			
Appearance, dress code	DW		
Staff Code of Conduct Policy	DW		
Confidentiality	DW		
Disciplinary Procedures	DW		
<b>Procedures</b>			
Internal communications	DW		
Staff briefings / team meetings	DW		
Cover arrangements	DW		
Absences – sickness reporting, requests for annual leave or leave of absence etc	DW		
Safeguarding – aware of local early help process, how to make referral to social care, what to do if a child discloses abuse or neglect	CD		
Use of mobile phones	CD		
<b>Policies</b>			
Part 1 on KCSIE	CD		
Staff handbook	CD		
Child Protection Policy including safeguarding response to children who go missing from education	CD		
Behaviour Policy	FC		
Confidential Reporting (Whistleblowing) Policy	CD		
How to access to all school policies (requirement to familiarise with them)	CD		
<b>Data Protection</b>			
Data Protection Policy	DW		
Information Security and Acceptable Use Policy	CD		
Staff Privacy Notice	DW		
Data Breach Policy	DW		
<b>Health and Safety</b>			
Health and Safety Policy	DW		
First Aid facilities	DW		
Fire procedures	DW		
Accident procedures – pupils and adults	DW		
Risk assessments	CD		
<b>Technical information and contact lists</b>			
Internal telephone directory and email list	DW		
Information about the telephone system, access to IT systems, e-payslips, photocopier etc	DW		
Useful external agency/personnel contact details	DW		

<b>Training</b>			
WAT Induction	FC		
Mandatory Training (Flick Learning)	CD		
Role specific training	Line Manager		
Arrangements for requesting training. CPD	FC		

**Employee Signature:**

**Date:**

**Line Manager Signature:**

**Date:**