

## Induction of New Staff Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School believe it is essential that we have in place clear induction procedures to provide all newly appointed staff with a programme of structured support and guidance so that they can integrate successfully into the school.

The induction is designed to help new employees 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 process will:

- Provide information on on training on the school's policies and procedures;
- Explained the schools code of conduct to ensure that all staff 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 needs including training.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aims

- To provide newly appointed staff with a structured programme of support and guidance;
- To ensure that newly appointed staff are introduced to school policy and procedure;
- To ensure compliance with all relevant legislation connected to this policy;
- To work with other schools and the local authority to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

**The Governing Body has:**

- Appointed a member of staff to be the Induction Co-ordinator;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Make effective use of relevant research and information to improve this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the mentor and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

### **The Headteacher will:**

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor and mentor;
- Provide leadership and vision in respect of equality;
- Make effective use of relevant research and information to improve this policy;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy by:
  - Monitoring learning and teaching through observing lessons;
  - Monitoring planning and assessment
  - Speaking with pupils, school personnel, parents and governors.
- Annually report to the Governing Body on the success and development of this policy.

### **The Induction Co-ordinator will:**

- Lead the development of this policy throughout the school;
- Work closely with the Headteacher and the link governor;
- Provide guidance and support to:
  - Teaching Staff;
  - NQTs;
  - Supply Staff;
  - Learning Support Staff;
  - Administrative Staff;
  - Lunchtime Assistants.
- Organise an **induction day** with the new member of staff when the following documentation will be discussed in depth:
  - School Handbook;
  - Staff Handbook;
  - Policy Documents;
  - School Development Plan;
  - National Curriculum Documents;
  - Schemes of Work;
  - Assessment, Recording and Reporting Procedures;
  - Performance Management Policy and Procedures.
- The following information will also be covered:
  - A plan of the school;
  - Health and Safety policy and procedures;
  - Procedures such as:
    - Evacuation of the building;
    - School security;
    - First aid;
    - Reporting and recording accidents.
  - School personnel – roles and responsibilities;
  - Class list;
  - SEN information;
  - Pupil's medical information
- The first year induction arrangements are:

- Meetings with subject coordinators;
  - Meetings with year group leaders;
  - Meetings with inset coordinator;
  - Visit focused lessons in all year groups;
  - Progress meetings with induction mentor;
  - End of year review meeting.
- Provide the following to the **supply teacher**:
    - A copy of 'Information for Supply Staff' which gives an overview of the essential information on their time in the school;
    - Class information;
    - Class timetable;
    - Lesson plans if the absence is planned in advance.
- Provide an induction programme for **Learning Support Staff** and will include:
    - School Handbook;
    - Staff Handbook;
    - Policy Documents;
    - School Development Plan;
    - A plan of the school;
    - Health and Safety policy and procedures;
    - Procedures such as:
      - Evacuation of the building;
      - School security;
      - First aid;
      - Reporting and recording accidents.
    - School personnel – roles and responsibilities;
    - The opportunity to work shadow the existing post holder or person undertaking a similar job where possible;
    - SEN information;
    - List of SEN resources;
    - Assessment, Recording and Reporting Procedures;
    - Performance Management Policy and Procedures;
    - Training in the use of equipment such as photocopier, whiteboard etc.;
    - Training opportunities.
- Provide an induction programme for **Administrative Staff** and will include:
    - School Handbook;
    - Staff Handbook;
    - Policy Documents;
    - A plan of the school;
    - Health and Safety policy and procedures;
    - Procedures such as:
      - Evacuation of the building;
      - School security;
      - First aid;
      - Reporting and recording accidents.
    - School personnel – roles and responsibilities;
    - Professional training to implement ICT programmes and school administrative procedures;

- Access to confidential information, where appropriate, on children, staff and resources;
- A plan of the school;
- Health and Safety policy and procedures;
- Procedures such as:
  - Evacuation of the building;
  - School security;
  - First aid;
  - Reporting and recording accidents.
- Provide an induction programme for **Lunchtime Assistants** and will include:
  - A plan of the school;
  - Health and Safety policy and procedures;
  - Behaviour Policy;
  - Procedures such as:
    - Evacuation of the building;
    - School security;
    - First aid;
    - Reporting and recording accidents.
  - Keep up to date with new developments and resources;
  - Undertake risk assessments when required;
  - Review and monitor;
  - Annually report to the Governing Body on the success and development of this policy.

For all new starters, an Induction Check List is completed (**Appendix A**).

**The Link Governor will:**

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy.

**School personnel will:**

- Comply with all aspects of this policy;
- Help in the induction process by making new staff welcome in this school;
- Be aware of all other linked policies;
- Maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community.

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The Staff Handbook;
- Meetings with school personnel;
- Reports such as Headteacher reports to the Governing Body

## **Training**

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on induction which specifically covers:
  - All aspects of this policy;
  - Health and Well-being of School Personnel;
  - Work-Life Balance;
  - Health and Safety;
  - Dress Code;
  - School Personnel Code of Conduct;
  - Anti-Bullying and Anti-Harassment at the Workplace;
  - Dealing with Allegations Against School Personnel;
  - Disciplinary Procedure;
  - Grievance Procedure;
  - Equal opportunities;
  - Inclusion.
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9<sup>th</sup> December 2015.**