

JOHN SPENDLUFFE TECHNOLOGY COLLEGE



STAFF INDUCTION POLICY

Staff Induction Policy

This Policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will receive a tailored induction programme. Safeguarding Children and Keeping Children Safe in Education will feature prominently and as a priority in the induction programme.

Date written: September 2022

Date to be reviewed: September 2023

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1. Introduction

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer, agency 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's 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 ECT induction requirements and probationary periods for all staff, as appropriate.

2. The Induction Process Aims

- Provide information and training on the school's policies and procedures.
- Provide safeguarding training (including in person checking the new member of staff's understanding).
- 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 employees, 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.

3. The Induction Programme

The induction programme will include:

- A welcome on the employee's first day from either the Headteacher or a member of SLT
- At least one tour of the school and a copy of the site map
- A copy of the school's comprehensive Staff Induction Handbook
- An induction checklist of the policies, procedures to be read and understood.
- A General Reminders document of essential information including details of help and support available.
- A wellbeing package 'Supporting Great Staff' which includes entitlement to our Employee Assistance Programme
- An in-person safeguarding induction with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
- An in-person induction programme of training presentations giving an opportunity for new staff to meet other new staff.
- A remote induction programme of recorded presentations on Teams and a library of e-resources.
- A set of post-training Microsoft Forms to encourage personal reflection and feedback
- Details of work shadowing, if appropriate.
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor, line manager or supervisor.

Induction programmes should be tailored to the role of the new member of staff. Areas which should be considered for each category of staff are set out below in **Section 5**.

These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the inductee.

4. Management and Organisation of Induction

Responsibility for Induction

- **Mr Simon Curtis** is responsible for the overall management and organisation of induction of new teaching employees, volunteers, classroom-based support staff and governors. In his absence, the responsibility will be delegated to **Susie Powell**, Assistant Headteacher.

- **Mrs Teri Chatteron and Mrs Becky Devereux** are responsible for safer recruitment practices, administration and communication with new employees prior to the commencement of employment.
- **Miss Fiona Smith** is responsible for the overall management and organisation of induction of supply and agency staff.
- **Mr Jon Treasure** is responsible for the overall management and organisation of the induction of non-classroom support staff.
- **Department line managers or supervisors** are responsible for completing the Induction Checklist within an identified timescale with their new member of staff.
- **Mr Chris Knight**, Network Manager, is responsible for the overall management and organisation of the induction of all staff for information technology. In his absence, the responsibility will be delegated to **Emile Gregory**, Assistant Network Manager.
- **Mr Robert Thornalley**, Designated Safeguarding Lead, is responsible for the overall management and organisation of in-person safeguarding training for all new staff. In his absence, the responsibility will be delegated to **Karen Paice**, Deputy Designated Safeguarding Lead.

The person with overall responsibility for induction, **Mr Simon Curtis**, should undertake the following duties prior to or on the employee's first day:

- Arrangements for a new employee, volunteer, agency or governor to be welcomed by email and in person.
- Ensure that immediate needs are identified, and reasonable adjustments made before taking up the position, where possible.
- Provide, if appropriate, a tour of the school and information about its facilities, answer questions, give practical advice and support, e.g., room access, fire procedures, first aid procedures etc.
- Introduce key personnel pertinent to the role in question.
- Ensure that an induction programme appropriate to the role in question is provided.

5. Specific Induction arrangements for:

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by **Miss Fiona Smith** or another person with delegated responsibility.

This should include but is not limited to:

- Safeguarding and KCSIE
- Health and safety information
- Fire and emergency procedures
- Site Map

- First aid procedures
- Code of conduct
- Behaviour policy
- Whistle-blowing policy
- Relevant information from the staff handbook
- Relevant information on curriculum, schedules, timings of the day, timetables
- Introduction to the Head of Department or Second in Department

Teaching Staff including Teaching Assistants

All new employees should be given appropriate induction advice, training and resources by Mr Simon Curtis and/or **Mrs Susie Powell** (or another person with delegated responsibility), and their **Head of Department** *

This should include but is not limited to:

- Safeguarding and KCSIE
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct
- Teaching and Learning Policy and Curriculum Policy and any accompanying documents *
- Policy documents, including School Development Plan and School Calendar
- Schemes of work*
- Feedback Policy, assessment advice, and processes for recording and reporting *
- Timetable(s)*
- Setlists*
- Seating Plans or a practical demonstration on how to create them*
- Learning Context Map template*
- Information on appropriate whole school resources, e.g., Bedrock, GCSEPod, Hegarty, ActiveLearn etc*
- SEND information *
- PP information *

Administrative Staff

All new employees should be given appropriate induction advice, training and resources by **Mr Jon Treasure** and **Mrs Teri Chatterton**.

This should include but is not limited to:

- Safeguarding and KCSIE
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct
- School administrative systems and procedures

- Specific job-related training such as finance, recruitment selection administration, etc.

Site Management staff and Technicians

All new employees should be given appropriate induction advice, training and resources by **Mr Jon Treasure** and **Mr Mark Bishell**.

This should include but is not limited to:

- Safeguarding and KCSIE
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct

The Site Manager, **Mr Mark Bishell**, is responsible for delivering specific job-related training such as manual handling, use of ladders, use of chemicals etc.

Cleaning / Kitchen Staff

All new employees should be given appropriate induction advice, training and resources by **Mr Jon Treasure**.

This should include but is not limited to:

- Safeguarding and KCSIE
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct

The school will provide annual safeguarding children, child protection and Part 1 of Keeping Children Safe in Education induction training to cleaning and kitchen staff.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the member of staff responsible for their volunteering in school.

This should include but is not limited to:

- Safeguarding children and KCSIE
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct

Governors

All new governors should be given appropriate induction advice, training and resources by **Mr Simon Curtis**.

This may include but is not limited to:

- Safeguarding and KCSIE
- Health and safety procedures
- Fire and emergency procedures
- Governor Code of conduct
- Current relevant school information, policy documents and school improvement plan data
- School brochure including staffing, Ofsted and school performance data
- DfE information on the role of governor
- Governing body policy documents
- Dates and times of whole governing body and committee meetings
- Access and information of previous governing body minutes
- Information and access to governor training courses
- Access to psychological first aid training

POLICY DOCUMENTS

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy: Staff Induction

Signed as approved on behalf of the Governing Body

A handwritten signature in black ink, appearing to read 'S. Curtis', is written over a horizontal line. The signature is slanted upwards to the right.

Mr S Curtis, Headteacher

Date: September 2022

To be Reviewed: September 2023

Appendix: General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

When?	Task	Completed?
Before the employee's first day	Identify who will be responsible for induction, including assigning 'buddies' and/or mentors	<input type="checkbox"/>
	Set up employee's ICT account, phone and internet access	<input type="checkbox"/>
	Make sure first week of induction is scheduled and planned, and relevant members of staff are notified, e.g. notify your designated safeguarding lead (DSL) about carrying out safeguarding training	<input type="checkbox"/>
	Send out induction pack	<input type="checkbox"/>
First day	Introduce colleagues, pupils, 'buddy' and/or mentor	<input type="checkbox"/>
	Take employee on a tour of the school	<input type="checkbox"/>
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents	<input type="checkbox"/>
	Remind employee of: <ul style="list-style-type: none"> • The school timetable, including timings of staff meetings, assemblies and registration • Expectations around staff conduct, e.g. use of mobiles, social media and dress code • Conditions of employment, and absence and disciplinary procedures All of the above should be outlined in the induction pack.	<input type="checkbox"/>
	Help employee to become familiarised with ICT account, phone system and reprographics, e.g. photocopier	<input type="checkbox"/>
	Explain the school's behaviour and rewards system	<input type="checkbox"/>
First week	Make sure employee meets DSL and has safeguarding training	<input type="checkbox"/>
	Make sure employee attends induction training sessions with relevant members of staff, e.g. the SENCO and the school business manager	<input type="checkbox"/>

	<p>Make sure employee meets with line manager at the end of the first week to:</p> <ul style="list-style-type: none"> • Review progress • Identify training and development needs 	<input type="checkbox"/>
	Make sure employee's line manager outlines the school's performance management system and begins to determine objectives	<input type="checkbox"/>
First month to 6 months	Arrange additional training for the employee based on the review of the first week	<input type="checkbox"/>
	Arrange follow-up session between employee and DSL	<input type="checkbox"/>
	<p>Ensure regular 1-to-1 meetings are held between employee and:</p> <ul style="list-style-type: none"> • Buddy and/or mentor • Line manager 	<input type="checkbox"/>
	Evaluate the success of the employee's induction programme, and use findings to inform future practice	<input type="checkbox"/>