



# **INDUCTION POLICY FOR NEW STAFF**

**September 2023**

Date for Review: Sept 2023



## Introduction

Welcome to James Montgomery Academy Trust (JMAT). We hope your time at [Harthill Primary School](#) school will be happy and rewarding.

At our school we aim to incorporate all new members of staff into our happy and hardworking team. We continually strive to nurture happy, motivated children within a secure, stimulating learning environment where everyone feels valued and encouraged to achieve their full potential.

## Aims of Induction

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. This policy will run alongside any contractual probationary arrangements. 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 JMAT team will be proactive in asking for information and help – however big or small.

Safeguarding children and child protection will feature prominently in every induction programme.

The objective of our induction policy is to support new members of teaching, support, student teachers and volunteer staff to:

- Make everyone feel welcome and at ease in their new environment.
- Develop the skills and knowledge necessary to help them undertake their role effectively.
- Understand how their role relates to the rest of the school community.
- Understand the ethos and distinctive nature of [Harthill Primary School](#) the high standards expected of staff, so that it can be reflected in their own work.
- Become motivated and effective employees of the school as quickly as possible
- Foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place for all.

## The role of the school

The induction programme to support new appointments may include:

- A pre-commencement meeting with the Headteacher, SBM or SLT where essential safeguarding documents are shared:
  - Keeping Children Safe in Education
  - Safeguarding and Child Protection Policy
  - Staff Code of Conduct
  - Behaviour Policy
- Signposting to the list of other essential policies on RecordMy/server i.e. Health and safety Policy, Whistleblowing Policy, etc
- Safeguarding training and signing to establish that the policies have been read.
- Receiving copies of essential documents relating to role
- Explanation of help and support available.
- Assigning of a mentor if/where appropriate.
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc., the designated mentor or line manager.

## The role of the staff member

The school has a major role to play in the induction process as does the new member of staff. We expect that new staff will:

- Help maintain the ethos of the school in all situations.

- Play an active part in the life of the school and fulfil appropriate responsibilities.
- Fulfil the stated requirements of the role in line with the job description.
- Take the initiative in seeking help and advice from their line manager in any matters causing concern.
- Reflect upon their own practice and evaluate strengths and areas for development.

### **Induction for staff whose role within school changes**

The school acknowledges that it has a responsibility to established staff within the school if their role changes. The school will:

- Ensure that there is time within the school day for the past and new staff to meet and hand over documentation, strategic plans etc.
- Provide time for action plans to be drawn up together if/where applicable.
- Provide any professional development that may be needed.
- Termly discussions with the line manager to review the role.

### **Induction for Early Career Teachers**

The school has a rigorous induction process in place for Early Career Teachers in line with the recommendations from the Local Authority. The role of the school:

- To ensure that the Early Career Teacher is assigned a designated mentor for this period of time.
- To ensure that the Early Career Teacher gains experience of the school as a working organization.
- To ensure that the Early Career Teacher gains experience of working with children in the classroom and in the wider school environment.
- To ensure that the Early Career Teacher has the opportunity to observe experienced teachers at work in all aspects of primary school education.
- To ensure that the Early Career Teacher develops skills in classroom management and control to establish a sound learning environment.
- To ensure that the Early Career Teacher has opportunity to demonstrate their ability to work professionally with teachers, children and other members of the school community.
- To support the Early Career Teacher so that they gain experience and expertise in planning, execution and evaluation of lessons.
- To support the Early Career Teacher so that they develop sound and competent teaching strategies.

In order to implement this for Early Career Teachers the school will offer:

- A year long period of induction for Early Career Teachers (as per statutory requirement)
- Provision of the agreed 10% non-contact time in order to continue professional development. This is in addition to the PPA time given
- A suitable workload with no subject leader responsibilities
- An agreed induction timetable
- Formal lesson observations carried out regularly by the mentor and/or Head teacher
- Written and verbal feedback as quickly as possible
- Regular meetings with their mentor to discuss the progress of targets, set new ones and discuss any changes to the timetable of events
- Regular meetings with the mentor to discuss planning, assessment and general matters
- A termly meeting with the Headteacher to discuss progress and any issues

### **Induction Programme (see Appendix 1)**

The induction programme should cover the following where appropriate:

#### **The school**

- Tour of school - site layout, getting in/out of school, parking, etc.
- Environment - toilets, staffroom, smoking policy etc.
- Organisation structure – school structure, school day and curriculum teams etc.

- Basic routines, procedures and documents in place throughout school, such as security procedures, recording and reporting duties, emergency procedures, Health and Safety, etc.

### **Rights and legal issues**

- Holidays, absenteeism and lateness, disciplinary and grievance procedures
- Equal opportunities
- Probationary period
- Pension and pay details
- Trade unions
- Access to personal data (GDPR)

### **The staff**

- Staff introductions
- Staffing structures
- Responsibilities (teaching and support staff)
- Lines of communication – where to go/who to ask for help?
- CPD and training and development
- Staff code of Conduct

### **Safeguarding**

- Emergency procedures
- Any extra measures in place during exceptional circumstances, for example, a national pandemic.
- Security – signing in etc.
- Confidential reporting code (whistle-blowing)
- Health and safety Policy and relevant PPE, COSHH, infection control, accident and incident reporting
- Code of conduct – use of social media, mobile phone, camera policy
- Safeguarding policy including reporting concerns
- **Keeping Children Safe in Education 2023**
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### **Pastoral Organisation**

- Relationships and Behaviour policy
- Rewards/Sanctions
- General principles of pupil care and guidance

### **Responsibility for Induction**

The Headteacher is responsible for the overall management and organisation of induction of new teaching staff, they will designate an appropriate member of SLT to carry out this process.

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

The Headteacher is responsible for the overall management and organisation of induction of all teaching and support staff.

The clerk to the Local Governing Body and the Chair of Governors is responsible for the overall management and organisation of induction of Governors.

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

### **Monitoring, Evaluation and Policy review**

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **Trust Safeguarding Lead**.

Date of review: September 2024



# Staff Induction

**School:** .....

**Name:** .....

**Date started:** .....

**Position:** .....

**Induction completed by:** .....



## Welcome

We hope you will have a long and prosperous career within our school, and to help you settle in we have devised an induction programme for you to follow. Parts of your induction may be carried out by different members of staff, however some of the content is accessed via our electronic safeguarding system/server. **All** parts of the induction must be signed and dated when you have received and understood the information.

Your curriculum team is: .....

Your Line Manager/Curriculum Team Leader is: .....

Your school email address is: .....

### I confirm I have read and understood:

Safeguarding Policy: Signed ..... Date: .....

Staff Code of Conduct: Signed ..... Date: .....

Behaviour Policy: Signed ..... Date: .....

KCSIE Part One 2022: Signed ..... Date: .....

**Mandatory safeguarding training date:** ..... (last training date if within last 3 years **OR** date the new employee will attend mandatory safeguarding training)

	Induction Subject	Initial when completed	Date
<b>Welcome</b>	Staff introductions/who to ask for help/mentor		
	Structure of day/times of hours worked Structure of school – EYFS/KS1/KS2, start/finish times		
	Who's Who - structure of staff/curriculum teams, etc		
	Emergency, fire and security procedures – signing in/out/ID badge		
<b>Health and Safety</b>	Tour of school – site layout/fire exits/toilets/staffroom/no smoking/storage and resource areas/parking		
	Health and Safety at Work – PPE/COSHH		
	Accident and Incident Reporting on <b>RecordMy</b>		
	Supervision of children and risk assessment		

	Induction Subject	Initial when completed	Date
<b>Safeguarding</b>	<b>Safeguarding policy</b> – including child protection/early help/first day calling procedures/children missing from education		
	<b>Keeping Children Safe in Education Part One/Two</b> – specific safeguarding issues such as FGM/Prevent/Peer on peer abuse/County Lines/CCE/CSE.		

	<b>Designated safeguarding lead</b> and deputies – who/their role		
	<b>RecordMy</b> reporting system/email and login issued <b>Reporting procedures</b> for concerns and incidents		
	<b>Staff Code of Conduct</b> – Dress code/Social media/Mobile phone/camera policy		
	Confidential Reporting Code (whistleblowing) - dealing with harassment		
	Relationships and Behaviour Policy – school behaviour and rewards system, recording behaviour incidents on <b>RecordMy</b>		
<b>HR</b>	Access to personal data – GDPR/Data Protection Act 2018/confidentiality and information sharing protocols		
	Equal Opportunities – Equality Act 2010		
	Probationary Period, Disciplinary and Grievance Procedures		
	Pay details/Pay system/Pension		
	School dinners/online payment system/cashless system		
	Absenteeism and lateness/Holidays and sickness/who to contact		
	Continuous Professional Development (CPD)		
	Trade unions – protection against allegations		

**Date ID badge issued:** ..... **Date swipe card/fob issued:** .....

**Additional information:**  
(e.g allergies, etc)