



INDUCTION POLICY

**This policy was approved
by the Governing Body in
September 2015**

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Aims

At Pearl Hyde Community Primary School the aim of our induction programme is to ensure staff can produce a high standard of performance in a short period of time. Thus enabling employees to understand the vision, aims, objectives and practices of the school and feel fully involved.

Effective induction is key to building a culture of continuous improvement. All newly appointed staff will receive a programme of structured support and guidance appropriate to their role, ensuring all individuals;

- Feel welcome and comfortable in their new working environment and integrate successfully into the school
- Understand what is expected of them and are provided with support in meeting those expectations
- Are able to gain experience and develop their professional expertise within the context of the school development plan and their own professional needs
- Feel job satisfaction, personal achievement and are able to contribute to improving and developing the overall effectiveness of our school
- Feel able to contribute to the raising of standards and effectiveness of the school
- Are able to meet the needs of the whole school community

Responsibilities

Overall induction is the responsibility of the Senior Leadership team. Each new member of staff will be appointed a mentor and Standards Leader to oversee the induction process. These assigned members of staff will have the knowledge understanding and skills to lead the induction required.

Procedures

This policy will apply to all new staff but it is acknowledged that different roles may require a different and more specific induction programme. This policy is therefore split into a number of sections;

Overall induction applicable to all new staff

Induction specifically for teachers

Induction specifically for NQT's

Induction specifically for Office staff

Induction specifically for Site manager

Regular evaluation of the process is built into the programme and will inform the mentor of the need for further support and of any changes required to the policy.

Overall Induction

The following table sets out the programme of Induction for all new staff

PRE START		
	Actioned By	Completion Date
Welcome Pack Welcome Pack sent out including: <ul style="list-style-type: none"> • Welcome letter from the head teacher • Term dates • Job description 	SBM/Office	
PRE-VISIT or FIRST DAY		
	Actioned By	Completion Date
Introductions <ul style="list-style-type: none"> • lockers, photocopier, key codes, entry code • Identity badge • Introduction to colleagues • Introduction to pupils (where appropriate) • Stationery - where to find resources and how to order 	SBM	
Terms and Conditions <ul style="list-style-type: none"> • School's HR • Payroll dates and deadlines • Banking arrangements • Emergency contacts • Holiday, dependency leave, absence procedure • Confidentiality 	SBM	
Routines <ul style="list-style-type: none"> • Timing of day including assemblies and registration • Staff CPD/INSET • Hours of work/timetable if appropriate • Signing in/out • End of day routines for class/clubs 	Standards Leader	
FIRST WEEK		
	Actioned By	Completion Date
School Structure and Culture <ul style="list-style-type: none"> • Staffing structure overview including role of governing body • School culture and values 	Standards Leader	
Computing and E-Safety <ul style="list-style-type: none"> • Computers, admin and curriculum network, printers • Passwords • Intranet • Monitored use of network • Web access and email • Cameras • Hall projector/controls, TV, sound system 	Mentor	
Communications <ul style="list-style-type: none"> • Drawers • Electronic Board / Whiteboard • External post • Internal/external telephones • Fax • Timetables • Use of mobiles • Newsletter 	Mentor	

<p>Health and Safety To include:</p> <ul style="list-style-type: none"> • Emergency Exits • Emergency procedure • Fire Procedure • First Aid • Accident Reporting • Risk Assessment 	Standards Leader	
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BY FIRST HALF OF TERM		
	Actioned By	Completion Date
<p>School Policies Reference to:</p> <ul style="list-style-type: none"> • Code of conduct – first day • Anti-Bullying • Whistleblowing – first day • Equal Opportunities • Inclusion Policy • E-Safety and Acceptable Use Policy 	Standards Leader	
<p>Child Protection</p> <ul style="list-style-type: none"> • Safeguarding • Child Protection Procedures and training • Prevent Policy 	Head Teacher	
<p>School Development Plan</p> <ul style="list-style-type: none"> • Overview 	Standards Leader	
<p>Settling In Meeting</p> <ul style="list-style-type: none"> • Informal meeting to chat about how inductee is settling in, any concerns, problems and guidance on next steps of programme. 	Mentor	
<p>CPD/Training and Development</p> <ul style="list-style-type: none"> • Overview of performance management and staff development process • Identification of initial training needs • Discussion of expectations through completion of role specific induction checklist 	Standards Leader	
<p>Review</p> <ul style="list-style-type: none"> • Meeting to discuss settling in, any problems and update of where inductee is in programme. 	Standards Leader	

Induction for Office staff

In addition to Overall Induction the following programme is designed specifically for office staff
At the outset of this induction programme a relevant timeline will be decided between the inductee and their Standards Leader and will depend upon time available for handover and experience of the individual.

TASK	Actioned By	Completed (✓)
General	SBM/office staff	
Using the telephone and fax machine		
Using the door entry systems		
Signing in and out procedures – pupils, visitors, staff		
Visitor procedures – regular, scheduled and ad hoc		
Sending and receiving email		
Dealing with incoming and outgoing post		
Dealing with deliveries		
Managing the school diary		
Creating, distributing and filing standard letters and forms		
Photocopying, laminating and binding		
Using School Comms		
Procedure for School dinner money		
Fire drill/emergency procedures and responsibilities		
First aid procedures and arrangements for sick children		
Milk and Fruit deliveries		
Pupil records – organisation and type		
Messages during school day – for teachers and pupils		
Logistics of school office		
Money Handling		
Updating electronic screens		

Attendance		
Class teachers and registration procedures		
Management of registers		
Pupil absence management - chasing unreported absence, holiday forms, attendance reporting, appointments during school day		

SIMS.net		
SIMS.net pupil records – reviewing and updating		
Pupil Data sheets		
SIMS.net staff records – reviewing and updating		
Reporting – running reports, creating reports, exporting reports for mail merge and data analysis, address labels		
Updating pupil attendance		

TASK	Actioned By	Completed (✓)
Events, meetings and routines		
Parent/Teacher meetings administration		
School activities – letters, setup, programmes, tickets		
BikeAbility – administration process		
School Trips – administration process		
School Trips - insurance		
Vacancies – administration process		
Timetables		
Calendar – Head teacher – reviewing and booking meetings		

Website		
Updating scrolling message		
Updating calendar		
Adding new letters/forms		

Clubs		
Administration Process		
Lettings Fee for club providers – administration process		

Terminology		
Explanation of regularly used terminology		
Explanation of regular visitors to school		

The tasks below are not carried out by all members of office staff.

	SBM	Completed (✓)
Staff Absence recording and reporting procedure		
Banking		
CRB Administration for staff, club providers, visitors, volunteers		
School Fund administration		
Voluntary Fund administration		

Induction for lunchtime supervisors

In addition to Overall Induction the following programme is designed specifically for lunchtime supervisors

INDUCTION VISIT BEFORE THE FIRST DAY		
	Actioned By	Completion Date
<ul style="list-style-type: none">• Routines and procedures• Times of duty• Working with children• Reporting incidents• Communicating with staff	Standards Leader	

BY END OF FIRST HALF TERM		
	Actioned By	Completion Date
<ul style="list-style-type: none">• Procedures when unable to work• Health and Safety during Lunchtime• Structured play/rotas	Standards Leader	

Induction for Site Manager

In addition to Overall Induction the following programme is designed specifically for the site manager

BY END OF FIRST WEEK		
	Actioned By	Completion Date
<ul style="list-style-type: none">• Opening and locking procedures• Risk assessment of site and building• Cleaning procedures• Fire drill	Standards Leader	

BY END OF FIRST HALF TERM		
	Actioned By	Completion Date
<ul style="list-style-type: none">• Communication with staff• Health and Safety procedures• Fire safety responsibilities• Outside agencies and contracts	Standards Leader	

BY END OF FIRST TERM		
	Actioned By	Completion Date
<ul style="list-style-type: none">• Duties during school holidays• Overtime• GASPA• Site management including Grounds maintenance and litter	Standards Leader	