



Farnborough Road Infant School **Policy for the Induction of Staff.**

'Learning, Caring and Achieving Together'

Introduction

- This policy outlines the programme that the school will conduct when inducting a new member of staff to the school.
- The policy has been agreed by leadership team members of the school
- As a school we believe that all staff/students are inducted together to become part of a whole school team.

Who Supports Newly Appointed Staff/Students?

Initial staff/**student** induction meetings will take place with the Headteacher/Deputy Head.

The Induction Programme

Pre-visits

- New employees/**students** will visit the school before their term of employment/**placement** commences. At these visits appropriate paper work that will allow for DBS checks and medicals to take place will be completed as necessary.
- The employee/**student** will have the opportunity to spend time in their new place of work and meet colleagues and children **once all checks have been completed.**

First day

- On the first day of work, or on a pre-visit, the new employee/**student** will meet with the Headteacher/ Deputy Head to carry out the formal induction process. During this meeting the staff member will be taken through any Local Authority induction material and be given/shown a range of documentation. This will include:-
 - Job Description
 - Timetable
 - The Staff Handbook and Code of Conduct
 - Features of a Safe School Culture
 - Safeguarding children including PREVENT
 - Health and Safety Policy
 - Fire and Lockdown Procedures
 - Programme of support and monitoring
 - Allocation of a mentor or Team Leader
 - Training Plan
 - School Prospectus
 - School Improvement Plan
 - Internet/e-safety/Staff Usage of ICT policies
 - Sickness/absence procedure
 - Other Applicable Policy Documents- Behaviour Policy, Policy for Children entering and leaving school, General Data Protection Regulation Policy and Staff Acceptable Use Policy
- The staff member will be asked to sign to acknowledge receipt of information see Appendix 1

Continued Support

- After the initial induction meetings, the Headteacher/Deputy Head will assume responsibility for monitoring the induction of members of the leadership and management team, Key Stage leaders, SENCO, Office Manager or the teacher responsible for students will also be involved in monitoring induction.
- Early Career Teachers (ECTs) will continue to be supported by the Deputy Head.
- Permanent/temporary staff will be allocated a Performance Management Lead.
- Additional meetings with the Headteacher / Deputy Head will be conducted after 6 weeks and 12 weeks with members of staff using the format in Appendix 2 to provide additional support.

**This policy will be regularly reviewed.
Updated February 2024**

Signed.....Date..... Headteacher

Signed.....Date.....Chair of Governors



Appendix 1

Induction of Staff and Students

‘Learning, Caring and Achieving Together’

All policies can be found on our school website. Copies of policies in blue will be provided.

Name _____ Personal Email Address _____

Documentation	Signature of staff member	Signature of Deputy/Headteacher	Date
Job Description – Signed with Office Manager and collect personal starter pack – Refreshment contributions			
Timetable/ staff email / staff contacts			
Staff and Volunteer Code of Conduct – Updated and Signed annually – clear expectations of adult behaviour and safer working practices – provided with copy.			
Features of Safe School Culture Open and we listen– see list below Discuss ANY concerns Whistleblowing – confidentiality for whistleblowers – referral to Head, Chair of Governors, LADO			
Safeguarding Information including PREVENT, Provided with a Copy of KCSIE Part 1 and Annex B Reporting Low level concerns understanding the role of DSLs and CPOMs Referrals to MASH Operation Encompass			
Health and Safety Policy			
First Aid Procedures			
Fire and Emergency Procedures Including Lockdown			
Programme of support and monitoring – probationary period this can be extended if there are any concerns There will be an ongoing supervision			
Allocation of a mentor or Team Leader			
CPD Plan			
Data Protection			
School Improvement Plan			
Internet/E-safety/Staff Usage of ICT /Social Networking Policy			
Staff Attendance Policy Sickness/absence procedure Back to work/Attendance review meeting If ill during the day – inform Head/Deputy before you leave the premises			
Other Applicable Policy Documents – Policy for Children Entering and Leaving School Behaviour Policy: Golden Rules Reward Systems, Expectations of Behaviour of Staff Expectations of Behaviour of Children – Including Positive Praise and Restorative Justice Questions. Intimate Care Policy Positive Handling Policy			



Appendix 2

6 week/ 12 week Support Meeting Example Questions

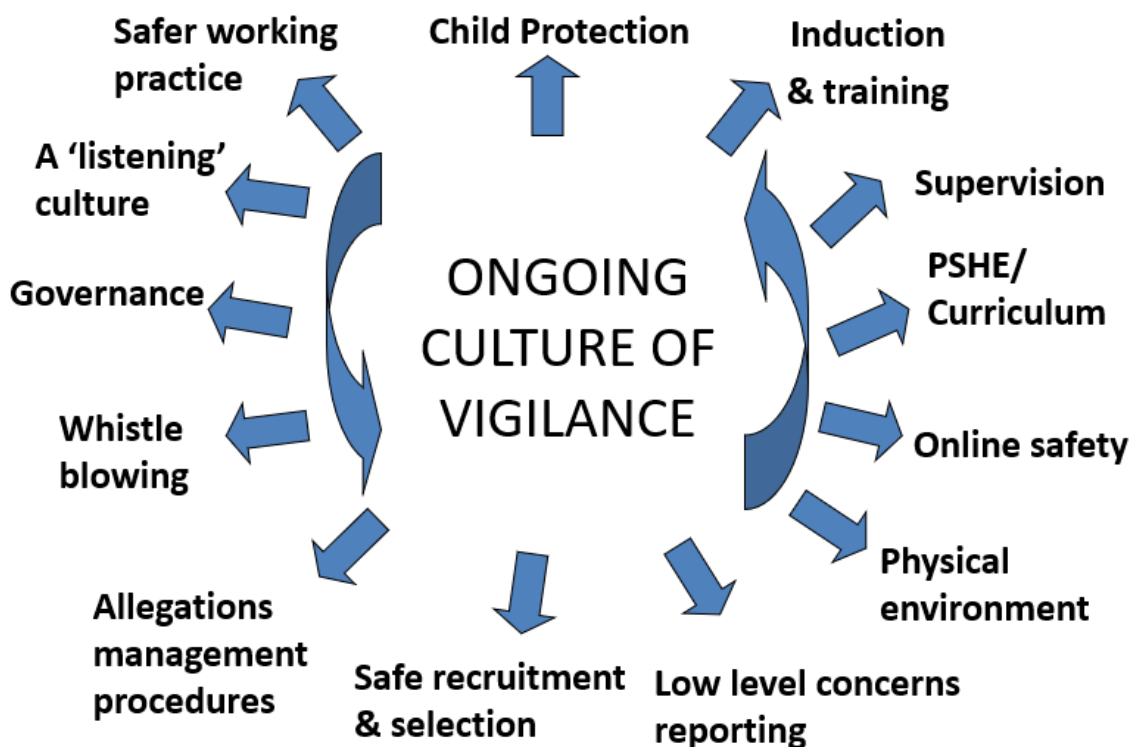
Name _____ Date _____

How are you finding working in the classroom ?	
How are you finding working with the child? children?	
How are you finding managing your relationship with the parents?	
How are you finding working in school with your child attending?	
What do you think you have learnt so far?	
What do you think are your strengths?	
What do you think are your areas of development?	
Future Actions / Support :	

Features of a safer culture

- Open, no secrets
- Belief that 'it could happen here'
- Robust and regular training (child protection, safer working practice, online safety)
- Clear staff behaviour / safe working practice guidelines
- Clear procedures for reporting low level concerns
- A whistleblowing procedure that staff understand and are confident using
- Support in raising concerns & commitment to take action
- Commitment to safeguarding & an ongoing culture of vigilance
- Policies and procedures put into practice
- Good use of induction and probationary periods

The Safer Recruitment Consortium



The Safer Recruitment Consortium

