



Induction Policy for Staff and Other Persons Working in School

1 Introduction

- 1.1 This policy applies to all employees and also, as appropriate, to volunteers (who have regular contact with children in the school), agency staff and governors who will all receive a tailored induction programme (see appendices) which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.
- 1.2 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. 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 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 NQT Induction requirements and probationary periods for support staff, as appropriate.
- 1.3 The induction process will
 - Provide information and training on the school's policies and procedures
 - Provide Child Protection training and assess its effectiveness
 - 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 Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them and gain support to achieve those expectations
 - Identify and address any specific training needs

1.4 The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered
- an induction timetable
- details of help and support available
- details of work shadowing, if appropriate
- a diary of induction meetings
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

1.5 Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Induction Checklist

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

The Head teacher and Deputy Head are responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

The Head teacher and Deputy Head are responsible for the overall management and organisation of induction of volunteers

The Chair of Governors is responsible for the overall management and organisation of induction of Governors

2. The people responsible for induction should

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified **before** taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

Induction Programme

The people responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection and Health and Safety
- a training timetable
- a checklist of the policies and procedures to be understood
- details of help and support available
- a diary of meetings
- details of other relevant individuals with responsibility for induction e.g.. the designated mentor or supervisor

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given the school's supply teacher guidance by the School Secretary. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Level 4 Teaching assistants

All new staff should be given appropriate induction advice, training and resources by Head Teacher and Deputy Head. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School Brochure
- School Development plan priorities
- Year group schemes of work (where to find them),
- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables and duty rotas
- Information on line managers
- SEN information
- Performance management information.

Teaching Assistants and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the SENCO/ Deputy Head. This should include:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook,
- School Brochure
- Information on whole school and year group resources, including ICT
- Timetables and duty rotas
- Information on line managers
- SEN information
- Performance management information.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the School Secretary or Head Teacher. This should include

- Safeguarding children and children protection
- Health and safety

- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Information on line managers
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc
- Performance management information.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by Cambridgeshire Cleaning and Catering Service. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Information on line managers
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday Supervisors

All new staff should be given appropriate induction advice, training and resources by the Lunchtime Coordinator. This should include

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Timetables and rotas
- Information on line managers
- Specific job related training such as Behaviour Management

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors in line with The Governors Induction Policy.

Volunteers and Work Experience Students

All new volunteers should be given appropriate induction advice, training and resources by a member of the Senior Management Team. This should include:

- Safeguarding children and child protection
- Health and safety

- Fire and emergency procedures
- First aid
- Code of Conduct

Appendix 3

General Induction Checklist

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

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Induction Co-ordinator		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

<p>During First Week</p> <p>Planned meetings with key people</p> <p>Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator</p> <p>Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs</p> <p>Identify development needs and agree means of meeting</p>		
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<p>End of First Month</p> <p>Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items</p> <p>End of Three Months</p> <p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		
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Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include:</p> <p>Provision of or reference to the location of the school policy.</p> <p>Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include:</p> <p>location of school/building Fire Safety Manual</p> <p>Fire Action and other fire notices,</p> <p>location of fire fighting equipment,</p> <p>means of raising the alarm including the position of fire alarm points (i.e., break glass units),</p> <p>fire evacuation procedure and means of escape,</p> <p>fire assembly points,</p> <p>times of fire alarm sounder tests, and</p> <p>any other relevant information.</p> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>		

<p>First Aid</p> <p>This will include: location of first aid provisions, location of notices bearing details of qualified First Aiders, means of obtaining first aid assistance, any other relevant information. policy on providing first aid for pupils Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p> <p>This will include Child protection</p>		
<p>Policy and procedures relating to Behaviour Management</p>		
<p>Policy and procedures relating to Sickness absence</p>		
<p>Policy and procedures relating to Special Leave of absence</p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p>		

Supply Teachers and Agency Staff Induction Checklist

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Finance and Office Manager to receive relevant induction pack		
Introduction to Head, Deputy or Director of Learning		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

<p>During First Week if applicable</p> <p>Planned meetings with key people</p> <p>Personal programme and planned introduction to duties of post - agreed with the Director of Learning</p> <p>Meet with Director of Learning at the end of the first week, review training needs</p>		
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<p>End of First Month</p> <p>Meet with Director of Learning and review progress.</p> <p>Agree action plan to deal with outstanding items</p>		
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<p>End of Three Months</p> <p>Meet with Director of Learning to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		
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Teachers' Induction Checklist

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Deputy Head & Key Staff		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation Email address requested from ICT co		
Health and Safety aspects relating to individual's work environment		
Child Protection discussed inc Designated Person		
Location and updating of Pupil Communications folders (SEN, medical)		
Documentation given: <ul style="list-style-type: none"> • Staff Handbook, • School Brochure • Timetables and duty rotas • Behaviour Policy 		

During First Week Planned meetings with key people: Class teacher DoL Mentor		
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<p>Personal programme and planned introduction to duties of post - agreed with the Deputy</p> <p>Meet with Deputy or Mentor at the end of the first week, review progress and agree training and development needs</p> <p>Identify development needs and agree means of meeting</p> <p>Explain about coffee fund & staff presents fund</p>		
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<p>End of First Month</p> <p>Meet with Deputy or Mentor and review progress. Agree action plan to deal with outstanding items</p> <p>End of Three Months</p> <p>Meet with Deputy or Mentor to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		
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Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include:</p> <p>Provision of or reference to the location of the school policy.</p> <p>Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include:</p> <p>location of school/building Fire Safety Manual Fire Action and other fire notices,</p> <p>location of fire fighting equipment,</p> <p>means of raising the alarm including the position of fire alarm points (i.e., break glass units),</p> <p>fire evacuation procedure and means of</p>		

escape, fire assembly points, times of fire alarm sounder tests, and any other relevant information. Further training may be necessary depending upon the responsibilities of the post holder		
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<p>First Aid This will include: location of first aid provisions, location of notices bearing details of qualified First Aiders, means of obtaining first aid assistance, any other relevant information. policy on providing first aid for pupils Further training may be necessary depending upon the responsibilities of the post holder</p>		
Policy and procedures relating to Safeguarding Children and Child Protection		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence & absence of a child		
Policy and procedures relating to Special Leave of absence		
Policy and procedures relating to Appraisal/Performance Management		
Policy and procedures relating to Physical Intervention		
Policy and procedures relating to Intimate care		
Policy and procedures relating to Internet safety		
Policy and procedures relating to Code of Conduct for staff		
Policy and procedures relating to antibullying		

Teaching Assistants, MDS and Cover Supervisors Induction Checklist

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Deputy Head & SENCO		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation (checklist) Email address requested from ICT co		
Health and Safety aspects relating to individual's work environment		
Child Protection discussed inc Designated Person		
Location and use of Pupil Communications folders (SEN, medical)		
Documentation given: <ul style="list-style-type: none"> • Staff Handbook, • School Brochure • Timetables and duty rotas • Behaviour Policy 		

During First Week		
Planned meetings with key people:		
Class teacher		

<p>Other TA</p> <p>Level 4 TA: assign to a team</p> <p>Personal programme and planned introduction to duties of post - agreed with the Deputy or SENCO</p> <p>Meet with Deputy or SENCO at the end of the first week, review progress and agree training and development needs</p> <p>Identify development needs and agree means of meeting</p> <p>Explain about coffee fund & staff presents fund</p>		
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<p>End of First Month</p> <p>Meet with Deputy or SENCO and review progress. Agree action plan to deal with outstanding items</p> <p>End of Three Months</p> <p>Meet with Deputy or SENCO to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		
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Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include:</p> <p>Provision of or reference to the location of the school policy.</p> <p>Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include:</p> <p>location of school/building Fire Safety Manual</p> <p>Fire Action and other fire notices,</p> <p>location of fire fighting equipment,</p>		

<p>means of raising the alarm including the position of fire alarm points (i.e., break glass units), fire evacuation procedure and means of escape, fire assembly points, times of fire alarm sounder tests, and any other relevant information. Further training may be necessary depending upon the responsibilities of the post holder</p>		
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<p>First Aid This will include: location of first aid provisions, location of notices bearing details of qualified First Aiders, means of obtaining first aid assistance, any other relevant information. policy on providing first aid for pupils Further training may be necessary depending upon the responsibilities of the post holder</p>		
Policy and procedures relating to Safeguarding Children and Child Protection		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence & absence of a child		
Policy and procedures relating to Special Leave of absence		
Policy and procedures relating to Appraisal/Performance Management		
Policy and procedures relating to Physical Intervention		
Policy and procedures relating to Intimate care		
Policy and procedures relating to Internet safety		
Policy and procedures relating to Code of Conduct for staff		
Policy and procedures relating to antibullying		

ICT SKILLS AUDIT Wyton on the Hill Primary School

DATE:

NAME OF TEACHING ASSISTANT:

The purpose of this proforma is to help teaching assistants quickly identify their ICT needs and to help Headteachers/Inset Co-ordinators plan an appropriate training programme.

Please circle your level of confidence along a scale of 1-5 (1 = not confident, 5 = highly confident)

Description	Level of Confidence				
	1	2	3	4	5
• Load a programme eg Microsoft word	1	2	3	4	5
• Find and save documents	1	2	3	4	5
• Use simple editing when typing, e.g. bold, centering, etc.	1	2	3	4	5
• Use a spellchecker	1	2	3	4	5
• Import text & images into word processed documents	1	2	3	4	5
• Lay out text and pictures	1	2	3	4	5
• Use search engines to find information	1	2	3	4	5
• Download information from the Internet	1	2	3	4	5
• Understand how e-mail can be used	1	2	3	4	5
• Send and receive e-mail using outlook	1	2	3	4	5
• Attach files to outgoing e-mails	1	2	3	4	5
• Save files attached to incoming e-mails	1	2	3	4	5
• Access email from the portal	1	2	3	4	5
• Find documents on the M:/ drive	1	2	3	4	5
I would like further training in (tick): Word Publisher Excel Textease Powerpoint Other (please specify					

Administrative Staff Induction Checklist

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Finance and Office Manager		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

<p>During First Week</p> <p>Planned meetings with key people</p> <p>Personal programme and planned introduction to duties of post - agreed with the Finance and Office Manager</p> <p>Meet with Finance and Office Manager at the end of the first week, review progress and agree training and development needs</p> <p>Identify development needs and agree means of meeting</p>		
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<p>End of First Month</p> <p>Meet with Finance and Office Manager and review progress. Agree action plan to deal with outstanding items</p> <p>End of Three Months</p> <p>Meet with Finance and Office Manager to determine whether Induction Programme is complete or if there are still outstanding items.</p>		
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Agree an action plan to deal with any outstanding items If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role		
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