Churchside Federation

Staff Induction policy

Policy Type:	**Trust Core Policy**
Approved By:	**Board of Trustees (Personnel Committee)**
Approval Date:	**15 June 2020**
Date Adopted by LGB:	**05/10/2020**
Review Date:	**January 2023**
Person Responsible:	**Head of Operations**

Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
3	1.1 Introduction	Included GDPR and Health and Safety	Jan 2020
3	1.2	Included apprenticeship programmes	Jan 2020
4	1.4	Added introduction to the role of the Trust and Vision and Values	Jan 2020
5	Appendices 1-3	Included Data Protection and GDPR	Jan 2020

Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

1   Introduction

1.1   This policy applies to all employees and also, as appropriate, to volunteers and agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding, Health & Safety, e-safety and GDPR will feature prominently in every induction programme. This policy is separate to the all staff Probation Policy. Governor induction is dealt with separately and overseen by the Trust's Governance Support Manager.

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 agency worker to the duties of the post, and to the academy 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 agency workers become familiar with the requirements of their position and learn about the academy culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. This will include access to and familiarization with the Health and Safety and Safeguarding Policies and the Well Being support offered. The Induction Programme should be cross-referenced to the NQT Induction requirements (all NQTs must attend the DNEAT NQT training programme) apprenticeship programme (if appropriate) and probationary periods for staff, as appropriate.

1.3   The induction process will

- Provide information and training on the academy's policies and procedures

- Provide Child Protection training and assess its effectiveness

- Advise staff on how to work safely, including an awareness of common sense practice to minimise the risk of allegations against a member of staff

- Enable the colleague to contribute to improving and developing the overall effectiveness of the academy, 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 academy's Code of Conduct to ensure that all staff, 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

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
- introduction to the role of the Trust and the Trust Vision and Values

1.5 Review

This policy will be reviewed every three years, or sooner as necessary.

1.6   Appendices

Appendix 1   Management and Organisation of Induction

Appendix 2   The Induction Programme

Appendix 3   Induction Checklist

1.7 Links to other policies:
- Probation – all staff
- E-safety and acceptable use of ICT
- Safeguarding
- Health and Safety
- Statement of procedures for dealing with allegations of abuse against staff
- Appraisal / performance management
- Disciplinary procedures for all employees
- Code of Conduct
- Data Protection Policy

Appendix 1

Management and Organisation of Induction

1.   Responsibility for Induction

Executive Headteacher & Head of school is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.

Head of school is responsible for the overall management and organisation of induction of volunteers

The Chair of Governors, supported by the Trust's Head of Governance is responsible for the overall management and organisation of induction of Governors

2.   The person responsible for induction should

- Make arrangements to ensure that a new member of staff, volunteer or member of agency staff 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

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The Induction Programme

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Induction Programme

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

- a statement of training needs, in particular Child Protection, Health and Safety and GDPR
- a training timetable
- a checklist of the policies and procedures to be understood and their location
- 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 appropriate induction advice, training and resources by Head of school. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- 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
- Well being
- Data Protection and GDPR

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources
by Executive Head/Head of school This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- National Curriculum documents
- Staff Handbook,
- School Brochure
- Policy documents, including School Improvement/Development plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables
- SEN information
  Specific job related information will be provided e.g. if working with children with specific additional needs.

Administrative Staff
All new staff should be given appropriate induction advice, training and resources
by School Secretary. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- E-safety and acceptable use of ICT
- Well being
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by Executive Head/school secretary. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by Head of school. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- Staff Handbook
- Specific job related training such as Behaviour management

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by Head of school. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- E-safety and acceptable use of ICT
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR

Appendix 3

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General Induction Checklist

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

Name _____ **Start Date** _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick, initial and date 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		
Use of personal mobiles and social media		
ICT and Resources 9familiarization		
Health and Safety aspects relating to individual's work environment		
Data Protection and GDPR		
During First Week Planned meetings with key people Personal programme and planned introduction to duties of post – agreed with the Induction Co-ordinator Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs Identify development needs and agree means of meeting		

End of First Month Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items **End of Three Months** Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items. 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	**Tick, initial and date on completion**	**Notes**

Policies and Procedures	**Tick, initial and date on completion**	**Notes**
Health and Safety. This will include: Provision of or reference to the location of the school policy. Information and training in relation to the employee's responsibilities		
Fire and emergency procedures: This will include: location of school/building Fire Safety Manual Fire Action and other fire notices, location of fire fighting equipment, 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		

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 medicine and first aid for pupils Further training may be necessary depending upon the responsibilities of the post holder		
Data Protection and GDPR will include: Privacy notice Details of Trust Data Protection Officer Policy on Data Protection		
Policy and procedures relating to Safeguarding Children and Child Protection This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and whistleblowing		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence		
Policy and procedures relating to Discretionary Leave of absence		
Policy and procedures relating to Appraisal/Performance Management		

The employee and line manager should sign this upon completion

Employee name:

Employee signature: Date:

Line manager name:

Line manager signature: Date: