Bonneygrove Primary School

Induction Policy

Subject:	Induction Policy
Approval date:	February 2021
Review date:	January 2024
Approved by Governing Body	Chair of Governors

Bonneygrove Primary School
Broadening horizons

Vision Statement

Good induction, directly linked to performance management and CPD, are essential components in the development of a successful school workforce. Good Induction is essential for new employees and for existing employees moving into a new role.
The following Policy for Induction is intended as a basis for use with all school staff and can be adapted for use within a variety of job roles.

Policy for Induction for School Support Staff

Good induction is recognition of the contribution all staff make to the success of a school and benefits both the individual and the organisation.

Key Principles of Induction

High quality induction will:
- Contribute to raising educational standards by enabling staff to become fully established in   their new role in school as quickly as possible;
- Reduce individual stress and facilitate the development of successful teams;
- Promote mutual trust and openness;
- Ensure that all staff feel valued;
- Encourage commitment to the vision of the school Broadening horizons

Aims of Induction

-To facilitate the speedy inclusion of new staff or those moving to a new role so that they become more effective members of the whole school team.
- To provide consistent support and guidance to colleagues in their new role.
- To provide new staff with a working knowledge of the organisation, including policies and procedures, roles and responsibilities.
- To ensure that individuals are clear about their own role and responsibilities.
- To ensure that individuals feel comfortable and valued within the organisation.

Roles and Responsibilities in Induction

Headteacher/Line Manager
- Welcome the new member of staff and make relevant introductions.
- Ensure a structured programme of induction is in place and starts as soon as the appointment has been confirmed.
- Arrange for a tour of the school.
- Ensure that all documentation is up to date and available to give to newly appointed staff (SBM)

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- Ensure the appointment of an appropriate mentor and or peer support.
- Introduce the school's appraisal procedures.
- Introduce school policies and practices including all emergency procedures.
- Provide support/training that is specific to the job description
- Line Managers to arrange dedicated time for new members of staff to reflect on the first few weeks
- Respond to any queries and concerns.
- The Headteacher should ensure that Line Managers and Mentors receive appropriate CPD to fulfil their roles in the Induction Programme.

Phase Group Leader/NQT Support

- Provide on-going informal support on a day-to-day basis.
- Provide support that is specific to the job description.
- Provide an introduction to the routines of the school.
- Respond to any queries and concerns.

The New Member of Staff

- Engage fully in the Induction Programme.
- Raise any queries and concerns with relevant members of staff as soon as possible.

The Buddy

- To respond to any questions or queries
- To provide informal support.

The Induction Process

- The programme will start as soon as the appointment has been confirmed.
- The Induction Manager will meet the appointed person to introduce them to relevant staff including their mentor/peer support and, where appropriate, to the pupils.
- The Induction Manager will plan a series of meetings, as appropriate, before and after the appointed person takes up post to hand over and discuss relevant documentation, introduce school policies and practices, plan essential training and to respond to any queries and concerns.
- Any necessary training will take place as soon as possible to enable the person to fulfil their duties efficiently.
- Each new member of staff will require a wide range of general as well as job specific information.
- Information will be provided via the Staff Handbook, Induction Checklist and by word of mouth or job shadowing.

- The Induction Programme will be structured but flexible to meet the needs of the individual. It will provide the necessary immediately needed information as well as on-going support and guidance, particularly in the first term.
- NQT's will also follow the statutory induction process for NQT's outlined in the Induction Materials for Newly Qualified Teachers.

- NB: Induction is not the responsibility of one member of staff, it will be contributed to by a variety of people including:
  - Headteacher;
  - Line Manger;
  - Mentor;
  - Peer support;
  - Business Manager;
  - Site supervisor;
  - Headship Team member/Phase Leader;
  - And any other relevant staff or outside agencies.

- In addition to role specific information the programme will include, as appropriate:
  Personnel Issues
  - Information about pay/contracted hours/attendance requirements
  - Holiday entitlement
  - Sickness/leave of absence procedures
  - Disciplinary/grievance procedures
  - Job description
  - Exact duties/to whom responsible
  - Performance management and CPD procedures
  - Emergency contact for employee
  - Encourage the membership of a relevant professional association

- Immediate Orientation
  - Introductions as appropriate
  - Tour of the school
  - Map of the school
  - Fire exits and evacuation procedures
  - School structure/staff lists with roles and responsibilities
  - Timing of school day/hours of work/break times/assemblies etc.
  - Annual School Calendar/holidays.
  - Staff room/tea, coffee procedures/toilets
  - Lunch
  - Car parking
  - Office procedures
  - Use of telephone/fax/photocopier including use of personal mobile
  - Dress code

- Communication in school –Email system/LOL's/staff/phase/business meetings.
- Provision of relevant stationery
- School security issues/door codes etc.
- Personal security issues
- Lost property
- First Aiders and First Aid procedures, including accident book
- School's Behaviour Policy, rewards and sanctions systems

- Statutory School Policies and Health and Safety Issues.

For example:
- Health and Safety Policy – who to report problems/concerns to
- Fire drill
- Anti-bullying Policy
- Inclusion
- Child Protection arrangements/procedures
- Race Relations
- Equal Opportunities
Other areas might include:
- Professional Development file
- The School Improvement Plan
- Use of school IT facilities
- Composition of governing body
- Professional Association and union membership
- Curriculum documents/policies where relevant.

The induction timetable

There are 3 distinct parts to induction:

1. Immediate information such as fire/safety issues should be covered in the pre-visit or by the end of the first day or of employment. This should also be an opportunity to cover other basic information which will give the new employee time to reflect and research before commencing work.

2. More detailed general information which, whilst important is less time critical and should usually be completed within the first week of employment.

3. Further information regarding the school to finalise the induction procedure should be imparted gradually over the next few weeks. It is important not to overload the new employee with too much information too soon.

"The highest standards of learning and achievement for all"

INDUCTION CHECK SHEET

Member of Staff:		Post:		
Line Manager/ Phase Group Leader/Headship Member:				

Welcome pack given yes/no

	Responsibility	Date	Comments	Initial
Tour of the school	Headship			
Fire and evacuation Procedures	Business Manager			
Code of conduct policy	Headship			
Dress code	Business Manager			
First aiders/Accident reporting	Business Manager			
Introduction to buddy and first informal meeting arranged	Headship			
Introduction of files and their use: Planning, SEN, Tracking, Individual Reading, Guided group reading, reward systems	Parallel Teachers			
Behaviour Procedures	Inclusion Team			
Inclusion/Child Protection/ Safeguarding/Antibullying	Inclusion Team			
E-safety Policy - Staff information systems code of conduct shared and signed	Business Manager			
Mobile Phone policy shared and signed	Business Manager			
ICT systems and Logins	IT Technician			

Lap-top/I-pad policy shared and signed	IT Technician			
Appraisal/CPD procedures	Induction Leader			
Membership of union/professional body	Induction Leader			

Action: Ideally to be taken during 1/2nd week	Responsibility	Date	Comments	Initial
Performance management/CPD procedures	Induction leader			
Membership of union/professional body	Induction leader			
School behaviour policy	Induction leader			
Disciplinary/grievance Procedures	Business Manager			
Use of telephone/fax/photocopier	Business Manager			
Provision of stationery	Business Manager			
Lost property	Business Manager			
Statutory school policies – health and safety etc.	Business Manager			
Inclusion/Child protection/ Anti-bullying	Inclusion Team			
Timetable of meetings with subject leaders to cover: Policy, Planning procedures, e-resources and physical resources, Target setting App, etc.	Phase Group Leader			
Action: Ideally to be taken during 1st term	**Responsibility**	**Date**	**Comments**	**Initial**
School improvement plan	Induction leader			
Composition of Governing body	Induction leader			
Evaluation of induction process	Induction leader			