

INDUCTION POLICY

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| Reference this policy is aligned to with LCC | **xx.xx.xx** |
| Agreed with Support Staff Trade Unions | **Xx.xx.xx** |
| Adopted by the Governing Body | **Sep 2022** |
| Next Review Due | **Sep 2024** |
| Agreed with Teacher Trade Unions and Professional Associations | **xx.xx.xx** |

### Induction

This policy applies to all employees and also, as appropriate, to volunteers agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

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 Academy 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.

The induction process will:

* Provide information and training on the Academy’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 Academy, raising student achievement, and meeting the needs of students, parents and the wider community
* Contribute to the colleague’s sense of job satisfaction and personal achievement
* Explain the Welland Park Code of Conduct to ensure that all staff, volunteers and governors new to the Academy understand what is expected of them at the Academy and gain support to achieve those expectations
* Identify and address any specific training needs

The induction programme will include:

* an induction checklist of the policies, procedures and training to be covered
* 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

### Management & Organisation of Induction

Responsibility for Induction:

* The Assistant Principal is responsible for the overall management and organisation of induction of new teaching employees, supply teachers, and agency staff
* The Assistant Principal/Finance Director are responsible for the overall management and organisation of induction of volunteers / support staff and estate staff.
* The Principal/Finance Director are responsible for the overall management and organisation of induction of Governors

The person 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.

### Induction Programme

The person 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 (Staff Handbook)
* a diary of support meetings (Agreed at a later date, based on availability)
* details of other relevant individuals with responsibility for induction e.g. the designated mentor or line manager

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 & Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Assistant Principal / Admissions and Cover Assistant. This should include:

* Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education(KCSIE)
* Health & Safety, Fire and emergency procedures
* Behaviour management policy
* Relevant information on curriculum, schedules and timetables

### Teaching Staff

All new staff should be given appropriate induction advice, training and resources by the Assistant Principal / Head of Department. This should include:

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education(KCSIE)
* Health & Safety, Fire and emergency procedures
* Policy documents, including School Improvement Plan
* Year group schemes of work
* Data schedules and key points
* Class lists
* Information on whole school and year group resources, including ICT
* Timetables

### Teaching assistants

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

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
* Health & Safety, Fire and emergency procedures
* Policy documents, including School Improvement Plan
* Year group schemes of work, as appropriate
* Data schedules and key points
* Class lists
* Information on whole school and year group resources, including ICT
* Timetables

### Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the DFO/HR Manager. This should include:

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
* Health & Safety, Fire and emergency procedures
* School administrative systems and procedures
* Specific job related training

### Cleaning Staff & Estate Staff

All new staff should be given appropriate induction advice, training and resources by the relevant Supervisors. This should include:

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
* Health & Safety, Fire and emergency procedures
* Specific job related training such as manual handling, use of ladders or kitchen safety

### Cover Supervisors

All new staff should be given appropriate induction advice, training and resources by an Assistant Principal. This should include:

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
* Health & Safety, Fire and emergency procedures
* Specific job related training such as behaviour management

### Governors

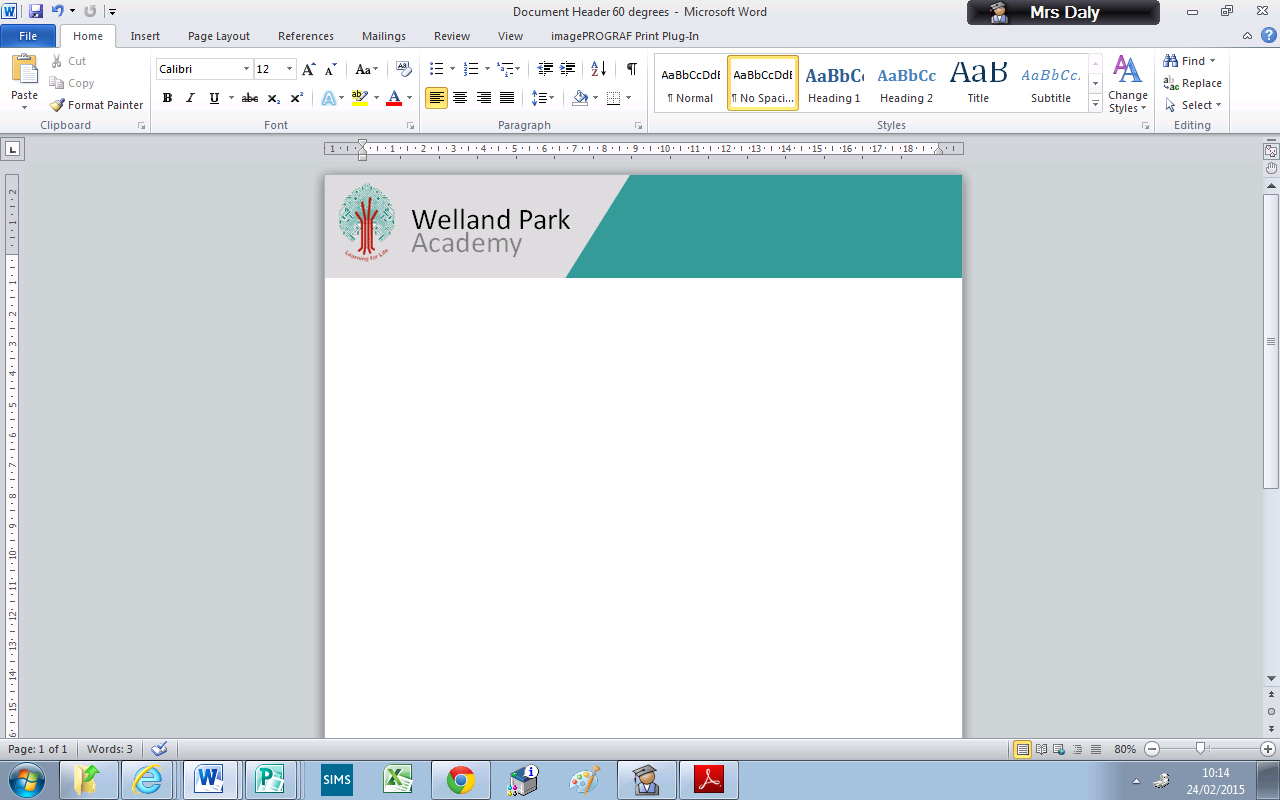
All new Governors should be given appropriate induction advice, training and resources by the Clerk to Governors/Principal/DFO. This may include:

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
* Health & Safety, Fire and emergency procedures
* Current relevant school information, policy documents and School Improvement Plan data.
* Access to the Governor Development Service (GDS)
* School brochure including staffing, Ofsted and school performance data
* Job Descriptions
* Dates and times of whole governing body and subcommittee meetings
* Access and information of previous governing body minutes
* Information and access to governor training courses.

### Volunteers

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

* Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
* Health & Safety, Fire and emergency procedures

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**INDUCTION FOR NEW STARTERs**

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| **General Information** | **Purpose** |
| Welcome from the Principal, Assistant Principal & Line Manager | Info |
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| **Actions** | **Purpose** |
| Sign off Sheet for key Academy documents, Personnel | Must be returned, signed |
| Log on to Blue Sky & Self assess vs. the teacher standards |  |
| Test your sign on’s |  |
|  |  |
| Look through the Governor Development Services courses | To see if you want training |
| Declarations of Interest form | Must be returned, signed |
| \*Feedback collated via Microsoft forms for all Induction meetings |  |
| **Required Reading:** | **Purpose** |
| Welcome to the Academy from the Principal (Website) | Info |
| Governors Code of Conduct (In the pack) | Info |
| Health & Safety Policy (Website) | Info |
| Emergency Plan (In the pack) | Info |
| Performance Management Policy (In the pack) | Info |
| Social Media Policy (Website) | Info |
| Link Governors (In the pack) | Info |
| Governor contact sheets (Emailed over) | Info |
| Term Dates (Emailed over) | Info |
| Governing Body Delegation Planner (In the pack) | Info |
| Terms of Reference – Teaching & Learning (In the pack) | Info |
| Terms of Reference – Operations (In the pack) | Info |
| Map of the Academy (In the pack) | Info |
| Academy Calendar (In the pack) | Info |
| Governor visits form (In the pack) | Info |
| Skills Audit (link sent) | Info |
| Declaration of Interests form (In the pack) | Info |
| School Improvement Plan (In the pack) | Info |
| Part 1 of Keeping Children Safe in Education (KCSIE) (in the pack) | Info |
| **Key Websites / Contacts** |  |
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| **Leicestershire Traded Services (LTS)** | Resources & Training Opportunities |
| Website: http://leicestershiretradedservices.org.uk/ |  |
| Email: governors@leics.gov.uk |  |
| Telephone: 0116 3056503 |  |
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| **National Governors Association (NGA)** | Resources |
| Website: https://www.nga.org.uk/Home.aspx |  |
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| **Asst. Principal – Cheryl Gerald** | School contact |
| Email: geraldc@wellandparkacademy.com |  |
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| **Principal – Pete Leatherland** | School contact |
| Email: leatherlandp@wellandparkacademy.com |  |
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| **Director of Finance and Operations – Martin Towers** | School contact |
| Email: towersm@wellandparkacademy.com |  |
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| **PA to Principal/HR Manager – Nicki Burgess** | School contact |
| Email: burgessn@wellandparkacademy.com |  |



**INDUCTION PROGRAMME**

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| TASK | MEMBER OF STAFF | COMPLETED |
| **DAY 1 & 2** |  |  |
| Introduction to immediate colleagues |  |  |
| Tour of Academy |  |  |
| Emergency evacuation-fire exits |  |  |
| Security arrangements |  |  |
| First Aid arrangements |  |  |
| Health and Safety issues |  |  |
| Communication and information systems (i.e. meetings, notice boards)  -School matters  -staffing/personnel issues |  |  |
| CPD – Performance Management |  |  |
| Conditions of service information (pay, payslips, hours of work, leave entitlements) |  |  |
| Workplace rules (contact with students, time keeping, sickness reporting, use of telephone, photocopiers) |  |  |
| Breaks and facilities |  |  |
| Equipment |  |  |
| Staff Handbook  **WEEK 1** |  |  |
| Codes of practice for dealing with students |  |  |
| Child protection policy training |  |  |
| Policies e.g. equal opportunities, anti-bullying |  |  |
| Telephone calls |  |  |
| Correspondence |  |  |
| Filing and computer based systems |  |  |
| Post |  |  |
| Contact with visitors |  |  |
| Complaints |  |  |
| On-going job training relevant to post |  |  |
| Standards in relation to performance and conduct |  |  |
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| **MONTH 1**  Continues on job training relevant to post |  |  |
| Health and Safety to compliment Day 1 (if required) |  |  |
| Policies to compliment week 1 (if required) |  |  |
| Probation review meeting on a monthly basis |  |  |

Tasks completed :-

Employees signature…………………………………………. Date………………………….

Line Managers signature…………………………………… ..Date…………………………..