



# INDUCTION POLICY

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 2025
Agreed with Teacher Trade Unions and Professional Associations	xx.xx.xx

## Induction

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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**

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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

## INDUCTION FOR NEW STARTERS

General Information	Purpose
Welcome from the Principal, Assistant Principal & Line Manager	Info
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	
Leicestershire Traded Services (LTS)	Resources & Training Opportunities
Website: <a href="http://leicestershiretradedservices.org.uk/">http://leicestershiretradedservices.org.uk/</a>	
Email: <a href="mailto:governors@leics.gov.uk">governors@leics.gov.uk</a>	
Telephone: 0116 3056503	
National Governors Association (NGA)	Resources
Website: <a href="https://www.nga.org.uk/Home.aspx">https://www.nga.org.uk/Home.aspx</a>	
Asst. Principal – Cheryl Gerald	School contact
Email: <a href="mailto:geraldc@wellandparkacademy.com">geraldc@wellandparkacademy.com</a>	
Principal – Pete Leatherland	School contact
Email: <a href="mailto:leatherlandp@wellandparkacademy.com">leatherlandp@wellandparkacademy.com</a>	
Director of Finance and Operations – Martin Towers	School contact
Email: <a href="mailto:towersm@wellandparkacademy.com">towersm@wellandparkacademy.com</a>	
PA to Principal/HR Manager – Nicki Burgess	School contact
Email: <a href="mailto:burgessn@wellandparkacademy.com">burgessn@wellandparkacademy.com</a>	

## **INDUCTION PROGRAMME**

TASK	MEMBER OF STAFF	COMPLETED
<b>DAY 1 &amp; 2</b>		
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		

<b>WEEK 1</b>		
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		
<b>MONTH 1</b>		
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.....