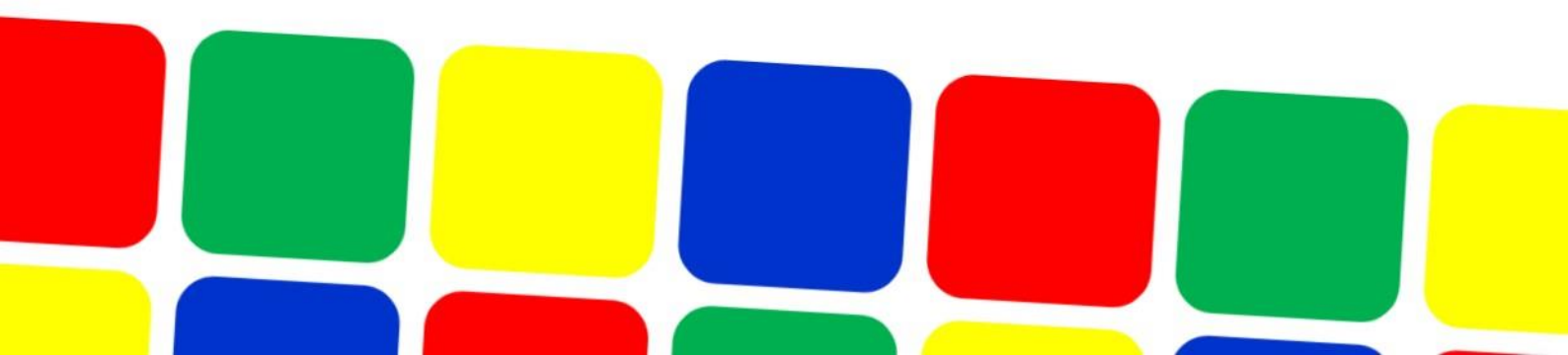




Induction Policy

Approved by:	Shoshannah Thompson
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Our Vision, Values and Guiding Principles

Our School motto: *"Including all learners achieving their best"*

At Halley we see ourselves as all learners
and what we want for all our children is what we want for everyone.

Learning for all
Challenge for all
Respect for all
Support for all

Effective Learning Characteristics:

CONFIDENT | INDEPENDENT | AMBITIOUS | CREATIVE | RESILIENT | HEALTHY

Teaching and Learning

- ★ High Expectations
- ★ Mastery & Depth
- ★ Enquiry
- ★ Skills based
- ★ Collaborative learning
- ★ High Quality Partner Talk
- ★ Outdoor Learning
- ★ Peer Assessment

Curriculum

- ★ English through high-quality talk & drama
- ★ Shared & Social Reading Approach
- ★ Maths Mastery
- ★ Science Enquiry
- ★ Skills based computing
- ★ Creative Arts - Appreciation
- ★ Active - Physical Education

Pupils' Attitudes and Behaviours

- ★ We work together
- ★ We explore
- ★ We ask questions
- ★ We solve problems
- ★ We try new things
- ★ We learn from our mistakes
- ★ We have our own ideas
- ★ We listen
- ★ We care
- ★ We never give up
- ★ We aim high

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Induction Policy

1. Statement of Aims

1.1. Teaching and Learning Aims

- To ensure quality first teaching that ensures all children continual make good or better progress throughout their time at School, attainment is in line with or exceeds national expectations.

1.2. Curriculum Aims

- Children are inspired through a rich, relevant, broad and inclusive curriculum which allows for depth through effective cross-curricular links.

1.3. Leadership and Management Aims

- To develop shared leadership with all stakeholders (children/staff/parents and carers/governors/the wider community).
- To create and realise a shared vision which is evidenced through shared values and a network of mutual support.

1.4. Governor Aims

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2. Introduction

2.1 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.

2.2 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.

2.3 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 School'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 expectation
- Identify and address any specific training needs

2.4 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

2.5 Appendices

Appendix 1: Management and Organisation of Induction

Appendix 2: The Induction Programme

Appendix 3: Induction Checklist

Appendix 4: Supply Teachers information sheet

Appendix 5: Model 3 weeks induction plan for new teaching staff

2.6 Copies of the following policies can be found in the staffroom and on the W Drive:

- H&S policy
- Fire Evacuation Plan
- Risk Assessments
- Code of Conduct

3. Appendix 1: Management and Organisation of Induction

3.1 Responsibility for Induction

Teaching Staff/Supply Teachers	Assistant Headteacher
Teaching Assistants	Higher Level Teaching Assistants
School Business Management Team	Office & HR Manager
Business Partners	Postholder/Assistant Headteacher
Volunteers/Work Experience/Apprentices	Assistant Headteacher/Higher Level Teaching Assistants
Meal Supervisors	Senior Meal Supervisors
Governors	Headteacher/Governance Manager
New Arrivals (Children)	Inclusion & Welfare Officer
Health & Safety for all new staff, trainees and volunteers	Headteacher/Premises Manager

3.2 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: Designated Safeguarding Leads, First Aiders, School Business Management Team etc.
- Ensure that an Induction Programme is provided, delivered and evaluated.

4. Appendix 2: The Induction Programme

4.1 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
- a diary of meetings (see School Termly Action Plan)
- 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.

4.2 Teaching Staff including Supply Teachers, Agency Staff and Specialist Teachers

All new staff should be given appropriate induction advice, training and resources by **Assistant Headteacher**.

This should include:

- Safeguarding children and children protection – Use of CPOMS
- Health and Safety
- Fire and emergency procedures

- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook
- Behaviour for Learning Policy
- Whistle Blowing Policy
- Policy documents, including School Improvement/Development plan
- Year group Schemes of Work, Long term and medium term planning
- Assessment advice, recording, reporting, resources and procedures,
- Class lists,, SEN files and overview of needs

4.3. Teaching Assistants and Support Staff

All new staff should be given appropriate induction advice, training and resources by **Higher Level Teaching Assistant.**

This should include:

- Safeguarding children and children protection – use of CPOMS
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook
- Whistle Blowing Policy
- Policy documents, including School Improvement/Development plan
- Medium term and short term planning
- Assessment advice, recording, reporting, resources and procedures,
- Class lists, brief overview of class needs
- Information on whole School and year group resources, including ICT

- Timetables and Rotas
- Overview of SEND provision

4.4. Administrative Staff

All new staff should be given appropriate induction advice, training and resources by **School Office and HR Manager**

This should include:

- Safeguarding children and children protection
- Fire and emergency procedures
- First aid
- Code of Conduct
- Policy documents, including School Improvement/Development plan
- Staff Handbook
- Whistle Blowing Policy
- School administrative systems and procedures
- Specific job related training such as IT Systems finance, for recruitment selection administration etc.

4.5. Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by Tower Hamlets and **School Premises Manager**.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures

- First aid
- Code of Conduct
- Staff Handbook
- Whistle Blowing Policy
- Specific job related training such as manual handling, use of ladders, kitchen safety etc.

4.6. Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by **Senior Meal Supervisors**.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Whistle Blowing Policy
- Specific job related training such as Behaviour management and positive playgrounds

4.7. Governors

All new Governors should be given appropriate induction advice, training and resources by the **Headteacher and Governance Manager**.

This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochures, School website and information leaflets, Ofsted and School performance data (IDSR/ASP)
- School Staffing Structure
- DfES information on the role of governor
- Governing Body Policy documents.
- Dates and times of governing body and sub-committee meetings
- Access and information of previous governing body minutes,
- Latest governing body report to parent and school newsletters
- Skills Audit
- Information and access to governor training courses and Governors Hub.

4.8. Volunteers

All new volunteers should be given appropriate induction advice, training and resources by

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Whistle Blowing Policy

5. Appendix 3: General Induction Checklist

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

Name: **Start Date:**

Name of Senior Colleague/Mentor:

INDUCTION ELEMENT - DAY ONE	TICK ON COMPLETION	NOTES
Introduction to Headteacher/Senior Leadership Team/SENCo and SBM Team,		
Introduction to Induction Leader/Mentor		
Emergency procedures and security procedures		
Location of facilities – toilets, staffroom, cloakroom & lockers etc		
Tour work area & introduction to work colleagues and work area		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Dress code and code of conduct		
Telephone System & arrangements for personal calls (use of personal mobile phones)		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment (Premises Manager)		

DURING FIRST WEEK	TICK ON COMPLETION	NOTES
Planned meetings with key staff/leaders		
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	TICK ON COMPLETION	NOTES
Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items		

END OF THREE MONTHS	TICK ON COMPLETION	NOTES
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		

6. Policies and Procedures

All Policies can be found on the W Drive

POLICIES AND PROCEDURES	TICK ON COMPLETION	NOTES
<p>Health and Safety</p> <p>This will include: All matters relating to Health and Safety, any other relevant information</p> <p>Information and training in relation to the employee’s responsibilities</p>		
<p>Fire Evacuation Policy</p> <p>This will include:</p> <p>Fire Action and other fire notices, 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.</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder.</i></p>		
<p>First Aid/Supporting Children with Medical Conditions</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		

POLICIES AND PROCEDURES	TICK ON COMPLETION	NOTES
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p> <p>This will include: Child protection</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Behaviour for Learning and positive behaviour management strategies</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Sickness absence</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Special Leave of absence</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		

POLICIES AND PROCEDURES	TICK ON COMPLETION	NOTES
<p>Policy and procedures relating to Disciplinary</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Grievances</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Capabilities</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p>Policy and procedures relating to Equalities</p> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>Safer Care of Conduct Policy</p> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>External Visitors Policy</p>		

POLICIES AND PROCEDURES	TICK ON COMPLETION	NOTES
Whistleblowing Policy		
Staff Handbook		

**STAFF MUST SIGN BELOW TO CONFIRM THAT
THEY ARE FAMILIAR WITH THE ABOVE POLICIES**

Employee's signature

Print name

Date