

Woodlands Primary School

Induction Policy



Written by	Sue Buxton
Ratified by Governors	Spring 2018
Date for Review	Summer 2021
Signed – Chair of Governors	
Signed – Headteacher	

This policy has been impact assessed by Sue Buxton in order to ensure that it does not have an adverse effect on race, gender or disability equality

Reference to other school policies which also need to be read

- Performance Management
- Health and Safety Policies
- Pay and Reward Policy
- Safeguarding Policies
- **Data Protection Policies**

Other documents consulted:

- Induction for newly qualified teachers - Ref: DFE-00090-2013
- Kent support and guidance for NQTs and induction tutors on Kent-teach and Edukent website
- Woodlands Primary school policies
- Current and previous NQTs in post, NQT mentors, staff, leadership team and governors.
- Kent Teach/ specific college information

Introduction

At Woodlands Primary School we welcome new staff and value the contribution they make. We commit to supporting them during their induction and aim to ensure a smooth transition onto the staff team. When inducting Newly Qualified Teachers, the school complies with DfE requirements for induction and fulfils its roles and responsibilities for the induction year - as set out in the DfE guidelines.

Induction for all staff

On appointment the new member staff is given:

- An introductory letter outlining fire, lock-in and safeguarding procedures. A letter including working week and lunchtime procedures.
- During the first week, the personnel officer will ensure that the new member of staff is directed towards the relevant policies in Staff Public that all staff should be aware of and training they are required to undertake.
- A safeguarding meeting with the Designated Safeguarding Lead (DSL) will take place during the first week.
- **A GDPR/data protection meeting with the DPO will take place during the first week.**

It is the responsibility of the Deputy Headteacher for Appraisal and Induction to ensure all new staff are appointed a suitable mentor. The new member of staff is required to complete the induction checklist attached to this policy. It is the responsibility of the personnel officer to ensure the completion of the checklist. Any feedback is returned to the Deputy Headteacher for Appraisal and Induction to ensure the induction process is relevant and any necessary revisions are made in the next policy review.

Specific Induction for Newly Qualified Teachers / Direct Teacher Training students

On Appointment they should:

Be given an induction letter and an induction with an appointed person (mentor/personnel officer)

- Meet their appointed mentor and year group colleagues
- Be given details of their reduced timetable, cover arrangements and responsibilities
- Have any relevant details of Kent's role in providing support and guidance
- Follow their college and/or Kent guidance
- Fully participate in all professional development (including observations and meetings) and follow the college and/or Kent guidelines.

The induction programme will support the NQTs/ students ongoing development with particular relevance to NQTs and graduate/registered teachers during the first year.

Woodlands Primary School Staff Induction Checklist and Manager’s Guide

This checklist provides a framework for the planning, delivery, and evaluation of the staff induction process at school level. It is recommended that it is used as a guide by the mentor of the new employee to help provide a successful induction into the school.

New staff member

Start Date

Mentor.....

Before Employment

Action to be taken from the date the appointment is confirmed:

Action required	Personnel (record any further action points, general comments or reminders)
Appoint an experienced colleague to mentor the new appointee and help them settle in. Ensure they understand their role.	
Inform team of new staff member’s arrival and start date.	
Identify and order any necessary equipment e.g. computer, telephone, furniture, basic stationery, adaptations for disabled staff etc.	
Ensure the new staff member understands the arrangements for their first day i.e. time of arrival, who will meet them and where.	
Identify essential training and book if necessary.	
Give initial staff induction letter outlining fire, lock-in, safeguarding procedures.	
<i>Please sign to confirm that all required actions have been completed</i>	DHT/HT Signature.....

First Day - General

Action required	Personnel
Welcome and introduction to colleagues	
Go through initial staff induction letter outlining fire, safeguarding procedures, data protection procedures and check it is signed	
Key diary dates, ensure key meetings and events are booked, including regular one-to-ones, team meetings and staff induction day	
Familiarise new staff with their environment and facilities they may find useful e.g. toilets, staff room	
Advise how to operate telephone system, enquiries, visitors and navigating the school website / e-mail account, and school calendar	
<ul style="list-style-type: none"> • Work times • PPA • Duties- break and Lunch • Break times • Tea money/staff fund • Timetables • Lunch procedures • Register • Behaviour chains • Behaviour for Learning Information • Behaviour logging system 	
Made aware of the school 'vulnerable list' and where it is stored online	
Rewards and sanctions, house points, assemblies	

Security

Action required	Personnel
Provide any necessary keys and ID badges, computer passwords, building security door fob, alarm procedure, signing in / out, evening / weekend working procedures, parking.	

Data Protection/GDPR

Action required	Mentor's notes
Organise meeting with Corinna Taylor regarding GDPR and get the relevant links to policies and procedures, Privacy Notice, Data Breach Procedure and Staff GDPR Checklist	
Sign the relevant Staff Consent Form re photos, Y6 Leavers' Book etc.	
Go through the GDPR Staff Training Awareness Programme and sign the form to confirm that you have done this.	
Mentor please sign to confirm that all required actions have been completed for the first day	Mentor's signature

Health and Safety / Safeguarding

Action required	Mentor's notes
Organise meeting with Rita Tarrant-Blick (DSL) regarding safeguarding within first week	
Undertake Prevent training online and hand in certificate	
Ensure employee is familiar with all relevant policies including Keeping Children Safe in Education, Safeguarding Policy, What to do if you're worried a child is Being Abused, Preventing & Tackling Bullying	
Provide essential guidelines Accidents, Asthma, Diabetes, Anaphylaxis, medicines	
Location of fire exits and safe havens for staff with restricted mobility	
Personal safety guidelines, dealing with violence, well-being initiatives, work / life balance	
Accident and incident reporting	
First aid training requirement? Current certificate dates.	Y/N
If required complete a vulnerable person risk assessment (pregnancy, specific disability, young/old)	Date.....
Mentor please sign to confirm that all required actions have been completed for the first day	Mentor's signature

First Two Weeks

Action required	Mentor's notes
Ensure that job description / NQT induction / TA induction is discussed and understood i.e. conduct and expected levels of performance and monitoring procedures, including confidentiality rules and adherence to the GDPR, whistle blowing and complaints procedure.	
Identify initial training needs such as: ICT – Word / PowerPoint / Excel / Publisher Whiteboard SMART in Oak / Promethean White boards in Acorns / e-mail / camera OFFICE - SIMS, ParentMail SEN training GDPR training H/S training	
Procedural information <ul style="list-style-type: none"> • Finance • Stationery and equipment ordering • Expenses claims 	

<p>Communications Communications with parents, uniform, letters, homework diaries</p> <p>Communications with staff, phone lists, year group pigeon holes, staff meeting timetable, notice boards.</p>	
<p>Introduce them to facilities and equipment they may need to use.</p> <ul style="list-style-type: none"> • Library • Photocopier • Scanner • P.E store • Cleaning cupboards • Notebook computers • Lift • Science Room 	
<p>Further introductions to key staff Premises manager, office staff, subject manager, governors.</p>	
<p><i>Mentor please sign to confirm that all required actions have been completed for the first two weeks</i></p>	<p><i>Mentor's signature</i></p>

First Six Weeks

Action required	Mentor's notes
Provide an opportunity for new staff to discuss any day to day issues with a member of the leadership team	
Check that all relevant Policies and documents have been accessed	
<p><i>Mentor please sign to confirm that all required actions have been completed for the six weeks</i></p>	<p><i>Mentor's signature</i></p>

Reviewing the induction process

How can the staff induction process be improved? Please record below any good practice that you feel could be shared across the school.

New staff member's signature

Mentor's Signature

Date

Please copy completed and signed staff induction checklist to the Headteacher and CPD manager. Thank you.