



Hemingford Grey
SCHOOL

INDUCTION

Date last reviewed and approved:

October 2017

HEMINGFORD GREY PRIMARY SCHOOL

INDUCTION POLICY

1 Introduction

- 1.1 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.
- 1.2 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.
- 1.3 The induction process will
 - Provide information and training on the school's policies and procedures
 - Provide Child Protection training
 - Enable the colleague/volunteer 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/volunteer'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 expectations
 - Identify and address any specific training needs

1.4 The induction programme will include:

- an induction of the policies, procedures and training to be covered including health and safety, risk assessments and safe working practices
- details of help and support available
- details of work shadowing, if appropriate
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

1.5 Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Policy for the Induction of Newly Qualified Teachers

Appendix 1 - Management and Organisation of Induction

1. Responsibility for Induction

The Induction Co-ordinator is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

The Induction Co-ordinator is responsible for the overall management and organisation of induction of volunteers.

The Chair of Governors is responsible for the overall management and organisation of induction of governors.

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.
- Ensure that an Induction Programme is provided, delivered and evaluated.

3. Monitoring by governors

Monitoring of induction will be undertaken annually by the Resources Committee.

Appendix 2 - The 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 including risk assessments and safe working practices
- a checklist of the policies and procedures to be understood
- details of help and support available
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

Key Policies

Everyone's induction will include the following key policies:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education
- Health and Safety including Risk Assessments
- Fire and Emergency Procedures
- First Aid
- Whistleblowing Policy
- Equality Policy
- Policy for staff, volunteers and non-staff for the use of mobile phones, cameras and sharing of images
- Guidance for Safe Working Practice for those working
- Prevent Duty Statement
- E-Safety Policy
- Professionalism Document
- Critical Incident
- Social Media Code of Conduct
- Code of Conduct Policy

In addition, 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 and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Induction Co-ordinator and relevant teachers. This may include:

- Relevant information from the induction pack
- Relevant information on curriculum, schedules and timetables
- Behaviour management policy
- Maths strategies

- Parents' guide to reading
- Risk assessments relevant to position

Student teachers are inducted as above and are supported through the process by their mentor in school.

Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources by the Induction Co-ordinator, Team Leader and Headteacher. This may include:

- Induction pack
- Structure for learning
- National Curriculum documents
- School prospectus
- Policy documents, including School Improvement/Development plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables
- SEN information
- Behaviour management policy
- Maths strategies
- Parents' guide to reading
- Risk assessments relevant to position

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Office Manager, Induction Co-ordinator and Headteacher. This may include

- Relevant information from the induction pack
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration, etc
- Risk assessments relevant to position

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by the Induction Co-ordinator and Headteacher. This may include:

- Relevant information from the induction pack
- Specific job-related training such as manual handling, use of ladders, kitchen safety, etc
- Risk assessments relevant to position

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the Induction Co-ordinator and Senior Midday Supervisor. This may include

- Relevant information from the induction pack
- Behaviour management policy
- Specific job-related training such as behaviour management
- Risk assessments relevant to position

Governors

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

- Contact list for governors
- Annual meetings calendar
- Governors' code of practice
- Staff organisation chart
- Instrument of Government
- Committee membership, governor responsibilities and governor visit schedule
- Committee terms of reference
- Delegations decision planner
- Standing orders
- School improvement plan
- School aims and vision
- Minutes of recent meetings and recent Headteacher's written reports
- Information on the Knowledge Hub
- Details of other information available online, eg Ofsted report, SATs data
- Cambridgeshire Governor Services welcome pack and training booklet
- Information on and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Induction Co-ordinator and Headteacher. This may include:

- Parents' guide to reading
- Maths strategies
- Behaviour management policy
- Volunteer helper sheet
- Risk assessments relevant to position

Appendix 3 - Policy for the Induction of Newly Qualified Teachers (NQT)

Rationale

As a school we feel it important that all staff, both teaching and non-teaching, are inducted into the whole school team. Such induction will begin as soon as possible after staff have been appointed. We encourage the philosophy of a whole school approach to the life and work of the school. It is important that new staff are welcomed into the whole school team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and happily and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the whole school works.

Aims and Objectives

- To help NQTs to build upon the knowledge, skills and understanding developed in initial teacher training;
- To make NQTs feel welcome and at ease in their new environment;
- To ensure the effectiveness and efficiency of NQTs and to give meaning to school documentation;
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work;
- To ensure there is a system of support in place;
- To ensure that systematic and fair assessment procedures are in place based on the NQT's professional practice and to ensure that in the case of unsatisfactory progress sufficient support is given to make necessary improvements; and
- To recognise that the appointment of an NQT is a serious responsibility and that appropriate funding will be given to support the NQT.

Guidelines

The Headteacher and Governors are responsible for the induction and professional development of new teachers. The Induction Tutor is responsible for the day-to-day supervision of the NQT, ensuring appropriate support, reporting and assessment takes place.

- The NQT will be registered with an Appropriate Body (AB) prior to the start of induction;
- NQTs will be required to complete an induction period of the equivalent of a year or 195 working days;
- Once the induction is successfully completed the teacher will be included in the school's appraisal process;
- The Induction Tutor will meet the new teacher(s) on the first day of term in order to initiate the induction process for the school year;
- The Induction Tutor will provide pastoral and professional support by providing advice, guidance and support as necessary by meeting regularly, both formally and informally, with the NQT;
- The Induction Tutor will be responsible for monitoring progress and maintaining records of monitoring, support and formal assessments;
- In consultation with senior managers, the Induction Tutor will make arrangements for additional support, experience and professional development from outside the school if required;
- Formal meetings between the Induction Tutor and NQT will take place regularly, at least once a fortnight;
- Teaching will be observed regularly by the Induction Tutor, subject leaders and appropriate senior managers. Constructive written and verbal feedback will be given. Copies of observation and feedback notes will be given to the NQT and a copy retained by the Induction Tutor;
- Opportunity should be given to the NQT to observe experienced teachers at work within the school and in other schools;
- The NQT will be given early support on major school issues such as SEND, assessment, record keeping, reporting to parents, behaviour management, child protection procedures and reporting racist incidents;

- Racist incidents, Child Protection Issues, Health and Safety and other procedures will be discussed between the NQT and a member of the Senior Leadership Team in accordance with school policies;
- The NQT will be given the opportunity to attend suitable training organised by the LA and other bodies;
- The relevant subject leaders will give the necessary information, support and advice to enable the new teacher to be properly prepared; and
- Should problems arise with the progress of an NQT which could affect the completion of induction, advice from the AB will be sought as soon as possible and followed.

Note

1. The member of staff selected to be the Induction Tutor will have attended a training course prior to starting the role.
2. The NQT should provide information about areas of strength and areas for development as identified at the end of their ITT and share this with their Induction Tutor.
3. NQTs are assessed against the Teachers' Standards that the Secretary of State has set out for the satisfactory completion of the induction period.
4. At the first meeting between Induction Tutor and NQT, the NQT's objectives are set and a personalised plan is drawn up to support the NQT to achieve them.
5. The Induction Tutor and the NQT meet once a fortnight to discuss progress with the objectives and a formal assessment is held at the end of each term when the Induction Tutor completes an assessment form and sends it to the AB.
6. The AB, in conjunction with the Headteacher's recommendation, decides if the NQT has satisfactorily completed the induction period.
7. During the induction period the NQT has 10% noncontact time (in addition to the 10% PPA time). Non-contact time will be given in one block, although this may be adapted on occasions to meet the CPD needs of the NQT.

Review of the Policy

This policy is regularly reviewed and updated when necessary. Such updating will be based on the experience of recently appointed staff and the induction coordinator and will take account of their comments and ideas. The Induction Tutor will be continuously evaluating the induction programme at all stages and may submit modifications to the Headteacher and Governing Body for approval during the school year.