

St. John the Evangelist Catholic Academy

Part of the Newman Catholic Collegiate



Policy on the Induction of Staff, Academy Representatives and Volunteers

Policy Written:	Date: April 2015
Ratified by the Academy Committee	Date: April 2015
Date for review:	Date: May 2018

St. John the Evangelist Catholic Academy



Staff Induction Policy

Introduction

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 as appropriate.

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 academy. The Induction Programme is designed to help new employees, volunteers and Academy Committee members become familiar with the requirements of their position and learn about the school culture, ethos, priorities aims 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.

Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the academy is that learning is a shared responsibility and there is an expectation that new members joining the TEAM will be proactive in asking for information and help – however big or small.

The induction process should

- Provide information and training on the academy's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- 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 academy's Code of Conduct to ensure that all staff, volunteers and Academy Committee members new to the academy understand what is expected of them and gain support to achieve those expectations.
- Identify and address any specific training needs.

The induction programme may include:

- A meeting with the Principal or senior member of staff
- Signposting to the list of essential policies– signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer log-ins etc, the designated mentor or supervisor

1.5 Appendices

Appendix 1 Management and Organisation of Induction

Appendix 2 The Induction Programme

Appendix 3 Induction Checklist

Management and Organisation of Induction

Responsibility for Induction

The Principal is responsible for the overall management and organisation of induction of new teacher and teaching assistants employees.

The School Business Manager is responsible for the overall management and induction of supply teachers, and agency staff as well as of organisation of induction of volunteers

The clerk to the Academy Committee and the Chair of the Academy Committee is responsible for the overall management and organisation of induction of Governors.

Stoke-on-Trent Catering Service are responsible for the overall management and organisation of induction of new catering assistants

The Business Manager is responsible for the overall management and organisation of induction of new Midday Supervisors

2. The person responsible for induction should

- Make arrangements to ensure that a new member of staff, volunteer or Academy Committee Member is welcomed.
- Ensure that immediate needs are identified **before** taking up the position where possible
- Provide, if appropriate, a tour of the academy and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

The person responsible for induction should ensure that an Induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Child Protection information
- Health and Safety procedures
- a checklist of the policies and procedures to be understood
- details of help and support available
- a diary of meetings
- 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.

Supply Teachers and Agency Staff

All new supply teachers and agency staff 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
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Teaching assistants

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the deputy head and senior teachers. This is likely to be over time and as necessary. This should include;

- Safeguarding children and children protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Curriculum documents
- Staff Handbook,
- School Website
- Policy documents, including Raising Attainment plan
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group data, including SEN and “Disadvantaged”
- Timetables

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by their line manager and others e.g. The School Business Manager. This should include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include;

- Safeguarding children and children protection
- Health and safety

- Fire and emergency procedures
- First aid
- Code of Conduct

Induction form

<p>Welcome and Introduction</p> <ul style="list-style-type: none"> • Inform all staff of arrival of new employee and role • Allocate Team Leader/Line Manager • Distribute Induction Pack to relevant staff • School Calendar • Give names of people who will assist individual in key areas. • Show school website • Provide: <ol style="list-style-type: none"> 1. Job description/contract 2. Staff organisation chart 3. Daily/weekly timetable 4. Working hours 5. Information on leave/holidays 6. Communication details including academy email. 	<p>Date</p>	<p>Comment</p>
<p style="text-align: center;">Facilities</p>	<p style="text-align: center;">Date</p>	<p style="text-align: center;">Comment</p>
<ul style="list-style-type: none"> • Car parking • Access to building and layout • Security • Staffroom including notice boards • Toilets • Photocopier 		
<p style="text-align: center;">Health & Safety</p>	<p style="text-align: center;">Date</p>	<p style="text-align: center;">Comment</p>
<ul style="list-style-type: none"> • Fire exits and fire extinguishers • Fire drill procedures • First aid/accident book/medical information for children • Child protection procedures • Visitors' procedures • Weather closure procedures • Protocols with parent and other helpers 		
<p style="text-align: center;">School Vision/Policies</p>	<p style="text-align: center;">Date</p>	<p style="text-align: center;">Comment</p>
<ul style="list-style-type: none"> • Mission statement • Prospectus • School priorities/SIP • Communication with parents etc • Policies 		
<p style="text-align: center;">Training and Development</p>	<p style="text-align: center;">Date</p>	<p style="text-align: center;">Comment</p>
<ul style="list-style-type: none"> • Staff development • Performance Management • Safeguarding Training 		
<p style="text-align: center;">Protocols and Meetings</p>	<p style="text-align: center;">Date</p>	<p style="text-align: center;">Comment</p>

<ul style="list-style-type: none"> • Staff meetings • Whole school meetings • Assemblies • Break time procedures • Staffroom protocol • Use of photocopier etc 		
Classroom	Date	Comment
<ul style="list-style-type: none"> • Timetable • Location of resources • Class rules • Rewards and sanctions • Marking • Filing • SEND information • Homework routines • Other adults • Home-School Contact • Off-site visits 		

- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Lunchtime and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include;

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

Academy Committee

All new Academy Committee Members should be given appropriate induction advice, training and resources by either the Chair and/or Principal. 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 Raising Attainment Plan
- Academy brochure including staffing, Ofsted and school performance data
- DfES information on the role of governor
- Academy Committee Policy documents.
- Dates and times of whole Academy Committee and Working Group meetings
- Access and information of previous Academy Committee minutes,
- Information and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by either The School Business Manager or the Principal. This should include;

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

Induction Checklist

Name _____

Start Date _____

Day One

Meet Headteacher/School Business Manager for an introduction to the school

Check DBS and identity on first visit

Show where Sign in/out book is kept and adhered to

Information shared regarding Child Protection and Designated Person

Information shared regarding confidentiality and information sharing protocols

Meet member(s) of staff who you will be working with and be shown the task expected and where you will be working

Tour of the school and facilities

Emergency procedures and security procedures

Use of personal mobiles, dress code and code of conduct

Health and Safety aspects relating to individual's work environment and whole school

School behaviour and rewards systems understood

Essential policy documents listed (in folder or on website) to be read:

Keeping Children Safe in Education

Guidance for Safer Working Practice Safeguarding and Child Protection Policy Prevent Action Plan

Behaviour Policy

Anti-bullying Policy

Whistle Blowing Policy

Health and Safety Policy

Fire Procedures

6 Monitoring and review

- 6.1 The day-to-day monitoring of this policy is the responsibility of the Principal, who will report to the Academy Committee annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.
- 6.2 This policy will be reviewed by the Academy Committee every two years, or earlier if considered necessary.