



Diocese of Norwich  
Education and  
Academies Trust

# Unity Federation of Church of England Primary Academies

## Staff Induction policy

<b>Policy Type:</b>	Trust Core Policy
<b>Approved By:</b>	Board of Trustees (Personnel Committee)
<b>Approval Date:</b>	18.01.17
<b>Date Adopted by LGB:</b>	<b>23.2.17</b>
<b>Review Date:</b>	January 2020
<b>Person Responsible:</b>	Chief Executive Officer

## Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

### 1 Introduction

- 1.1 This policy applies to all employees and also, as appropriate, to volunteers and agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding, e-safety and the Prevent Duty will feature prominently in every induction programme. This policy is separate to the all staff Probation Policy. Governor induction is dealt with separately and overseen by the Trust's Governance Support Manager.
- 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 agency worker to the duties of the post, and to the academy 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 agency workers 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. This will include access to and familiarization with the Health and Safety and Safeguarding Policies and the Well Being support offered. The Induction Programme should be cross-referenced to the NQT Induction requirements (all NQTs must attend the DNEAT NQT training programme) and probationary periods for staff, as appropriate.
- 1.3 The induction process will
  - Provide information and training on the academy's policies and procedures
  - Provide Child Protection training and assess its effectiveness
  - Advise staff on how to work safely, including an awareness of common sense practice to minimise the risk of allegations against a member of staff

- Enable the colleague to contribute to improving and developing the overall effectiveness of the academy, 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 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 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

#### 1.5 Review

This policy will be reviewed every three years, or sooner as necessary.

#### 1.6 Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Induction Checklist

#### 1.7 Links to other policies:

- Probation – all staff
- E-safety and acceptable use of ICT
- Safeguarding
- Health and Safety
- Statement of procedures for dealing with allegations of abuse against staff
- Appraisal / performance management
- Disciplinary procedures for all employees
- Code of Conduct

## Appendix 1

### Management and Organisation of Induction

#### 1. Responsibility for Induction

Head of School (Executive Head if the role is Head of School) is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.

Head of School is responsible for the overall management and organisation of induction of volunteers

The Chair of Governors, supported by the Trust's Governance Support Manager 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 member of agency staff 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.

## **Appendix 2**

### **The Induction Programme**

#### **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 and their location
- 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 Head of School / Business Manager. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- 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
- Well being

## Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by **Head of School**. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
  - Health and safety
  - E-safety and acceptable use of ICT
  - Well being
  - Fire and emergency procedures
  - First aid
  - Code of Conduct
  - National Curriculum documents
  - Staff Handbook,
  - School Brochure
  - 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
- Specific job related information will be provided e.g. if working with children with specific additional needs.

## Administrative Staff

All new staff should be given appropriate induction advice, training and resources by **[insert name]**. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- E-safety and acceptable use of ICT
- Well being
- 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 [insert name]. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

### **Midday and Cover supervisors**

All new staff should be given appropriate induction advice, training and resources by [insert name]. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

### **Volunteers**

All new volunteers should be given appropriate induction advice, training and resources by [insert name]. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- E-safety and acceptable use of ICT
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

### Appendix 3

#### General Induction Checklist

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

Name \_\_\_\_\_ Start Date \_\_\_\_\_

Name of Senior Colleague/Mentor \_\_\_\_\_

Induction Element	Tick, initial and date on completion	Notes
<b>Day One</b>		
Meet Induction Co-ordinator		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles and social media		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		
<b>During First Week</b> Planned meetings with key people 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		



<p><b>End of First Month</b></p> <p>Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items</p> <p><b>End of Three Months</b></p> <p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>	<p><b>Tick, initial and date on completion</b></p>	<p><b>Notes</b></p>
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<p><b>Policies and Procedures</b></p>	<p><b>Tick, initial and date on completion</b></p>	<p><b>Notes</b></p>
<p>Health and Safety. This will include:  Provision of or reference to the location of the school policy.  Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include:  location of school/building Fire Safety Manual  Fire Action and other fire notices,  location of fire fighting equipment,  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.  Further training may be necessary depending upon the responsibilities of the post holder</p>		

<p>First Aid</p> <p>This will include:  location of first aid provisions,  location of notices bearing details of qualified First Aiders,  means of obtaining first aid assistance,  any other relevant information.  policy on providing medicine and first aid for pupils  Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p> <p>This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and whistleblowing</p>		
<p>Policy and procedures relating to Behaviour Management</p>		
<p>Policy and procedures relating to Sickness absence</p>		
<p>Policy and procedures relating to Discretionary Leave of absence</p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p>		

The employee and line manager should sign this upon completion

Employee name:

Employee signature:

Date:

Line manager name:

Line manager signature:

Date: