

THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

[November
2010]



<INDUCTION>
RESPONSIBLE COMMITTEE: <EXECUTIVE>

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 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
- 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

Schedule 1

Management and Organisation of Induction

1. Responsibility for Induction

An Assistant Principal is responsible for the overall management and organisation of induction of teaching staff, supply teachers, agency staff, cover supervisors and technicians.

The Assistant Principal/SENCO is responsible for the overall management and organisation of induction of teaching assistants, teaching staff who work solely in the student centre and instructors.

The Business Manager is responsible for the overall management and organisation of finance staff, ICT staff, site staff and catering staff. (Site staff can be delegated to the Site Manager/Health and Safety Manager and catering staff to the Catering Manager)

The Principal's PA is responsible for the overall management and organisation of administrative staff.

The Adult Education Manager is responsible for the overall management and organisation of induction of adult education staff. (The Business Manager is the School liaison)

Clerk to 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.

Schedule 2

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

- 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 an Assistant Principal. 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 should be given appropriate induction advice, training and resources by Jane Davies or Betty Hedges as appropriate. This should include:

- Safeguarding children and children protection
- Health and safety
- 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

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Principal's. 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.

Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by the Catering Manager or Site 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 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 an Assistant Principal. 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

Governors

All new Governors should be given appropriate induction advice, training and resources by the Clerk. 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 brochure including staffing, Ofsted and school performance data

- dCSF information on the role of governor
- Governing Body Policy documents
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes
- latest governing body report to parent and school newsletters
- Information and access to governor training courses

Volunteers

All new volunteers should be given appropriate induction advice, training and resources an Assistant Principal or the coordinator organising an activity.

This should include:

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