



INDUCTION OF STAFF POLICY

(non-statutory)

Reviewed:	May 2015
Policy approved:	by Governor's Resources Committee at their meeting on
Next review:	September 2018

The induction of a new member of staff is an important part of professional development and support.

The members of staff responsible for induction are:-

<u>Title</u>	<u>Area of Responsibility</u>
Headteacher	All Staff
Deputy Headteacher	Teaching Staff, NQT/GTP, Support Staff, Lunchtime Supervisory Assistants
SENCO	Learning Support Staff
Senior Admin Officer	Admin Assistant, Caretaker

Principles

- A member of the above staff will be nominated on the appointment of the new member of staff
- An induction tutor will be designated for any NQT or GTP. The Hampshire Induction/ TTA programme of induction will be followed
- It is essential that any information given is of good quality and is consistent across the school
- All members of the teaching staff will have a staff handbook and access to the policy/procedures file
- All members of staff will have a staff handbook
- Lunchtime supervisors will have a handbook
- Induction will apply to all staff including those on fixed term contracts
- Induction will follow the revised 'Induction Checklist' and 'Induction Checklist – Classroom Information' as provided by HCC Personnel Services © 2012 (see appendix 1)

Induction of staff

Induction is a vital part of the continuous process of staff development. It helps a new employee to settle down into a new job as soon as possible by becoming familiar with:

- the people
- the surroundings
- the job and its targets and priorities
- the school and the community

Starting a new job is an anxious time for anyone. No matter how eagerly a recruit looks forward to a new job, there is bound to be concern about some aspects of it. Helping a new employee to settle down quickly is not just a question of kindness – it also makes good organisational sense and benefits the school as a whole. Whatever the type of job, induction will be beneficial to the individual and the school. It is the basis upon which wider target setting and performance management will operate, and will vary according to the level of the post, the nature of the duties and the familiarity of the individual with the work. There are certain essential principles to observe:

- it will need to be spread over several weeks/months
- it should take account, wherever possible, of the individual's own wishes and aspirations
- a newcomer can take in only a limited amount of information at a time
- safety must have a high priority. If there are special safety regulations, protective clothing, particular dangers from the process or environment, these must be made clear on the first day of employment
- the layout of the school/introduction to work colleagues should be covered early in the process
- induction should follow a systematic plan
- written information (e.g. in a school handbook) can be useful, especially if it includes a copy of the induction programme
- the immediate supervisor has the main responsibility and the greatest interest in seeing that a new member of the team is settled in and established as an effective employee as soon as possible
- a specially nominated colleague (or 'sponsor/mentor') can make a valuable contribution to easing the employee into the new responsibilities.
- professional association/trade union representatives can be given an opportunity to explain procedures and organisation within the school.

INDUCTION CHECKLIST

Name: **Date:**

Department: **Mentor:**

The first day

Workplace Familiarisation	Who's Responsible	√	Comments
Introduction to line manager			
Introduction to specific department and work colleagues			
Layout of working area and tour of school and facilities: <ul style="list-style-type: none"> • cloakroom and toilet facilities (inc. lockers if applicable) • staff room • break/lunch times, 			
Issue of door security codes or keys			
Organisation Charts: Team and Unit			
Use of equipment / supplies (e.g. stationery)			
Catering facilities (canteen, tea/coffee making facilities)			
Notice boards / Newsletters			
Car and bicycle parking (designated areas / parking permit)			
Making and receiving personal telephone calls			
Designated smoking areas			
Telephone system / telephone salutation			

Forms for Completion / Conditions of Employment Explained	Who's Responsible	√	Comments
Conditions of Service			
P45 (handed in) or P46 (request from payroll)			
Hours of work			
Absence Notification (reporting arrangements/ self certifications/ sick pay)			
Flexi system / Issue of Flexi card (where applicable)			
Annual leave (entitlement) / Leave card			

Safe Working Practices	Who's Responsible	√	Comments
Fire procedures (fire drill and fire alarm)			
Fire extinguishers (location of fire fighting equipment / use of extinguishers)			

Location of Fire exits & assembly points			
Fire Evacuation Officer (who)			
First Aider / appointed person (who and where based)			
First aid box (location/ room)			
Accident Book / Incident forms (notification)			
Risk assessments			

Within the first week

Safeguarding	Who's Responsible	√	Comments
Child Protection Policy			
Expectations of school/protocol			
Child protection training			
Positive handling course			
Acceptable Use of ICT Policy			

Safe Working Practices	Who's Responsible	√	Comments
Health & Safety responsibilities (employee)			
Risk Assessment (explain safety hazards – general/particular)			
Safe lifting and handling techniques (book training if required)			
Safe use of equipment			
Security (premises)			
Health & Safety Policy /Health & Safety Representatives			
Safety Rules (no smoking / behaviour / protective clothing – where applicable)			
Lone Working – safety procedures (where applicable)			

Forms for completion/ Conditions of Employment explained	Who's Responsible	√	Comments
Contract of Employment (hours/breaks/notice/written statement)			
Pension Guide / Scheme / other benefits			
Pay and payslips (method/frequency/date/point of contact)			
Issue of identification card			

The Job	Who's Responsible	√	Comments

Role profile / Job description			
Code of Conduct / Disciplinary rules			
Communication (records / team meetings / e-mails/ etc)			
Confidentiality / Data Protection (including access to files)			
Reporting and recording information			
Computer system / Code of Practice/ main applications (inc. SAP and intranet)			
Mobile phones policy / billing for personal calls (if applicable)			
Basic skills training (e.g. lifting and handling, ECDL)			
Training facilities (including Policy and day release assistance with course fees and books)			
Flexible Working			

Within first month to 6 months

Policies and Procedures / Employee Handbook	Who's Responsible	√	Comments
Performance Management Process			
Disciplinary Policy and Procedure			
Grievance Policy and Procedure			
Absence Management Policy and Procedure			
Equality Policy Statements			
Health, Safety & Welfare (role / representatives)			
Occupational Health Service & Employee Support Line			
Trade Union Membership / Recognition			
Local policies and procedures			

Comments by Employee			
Comments by Line Manager			

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Signature of Employee: Date:

Signature of Line Manager: Date:

The employee and the line manager should both keep a copy of the signed checklist (electronic or paper), and the original should be forwarded to be kept on the employee's personal file.

Induction Checklist - Classroom Information

	√	Comments
Health & Safety:		
- Fire drill rendezvous point		
- Medical information for children		
- Safety equipment - only if relevant to the job		
Classroom Layout:		
- For individual activities		
- Any special requirements for individual learners		
- Coats/bags		
Resources:		
- Location		
- Organisation		
- Tidying up procedure		
Class Timetable:		
- Daily		
- Weekly		
- Activities outside classroom i.e. Computer suite		
- Arrangements for PE		
- Special events		
- Off-site activities		
- Personal timetable (for moving within school)		
Procedures: individual teachers may vary		
- Permission to leave classroom		
- Toilet		
- Use of erasers, pens, sharpeners, calculators		
- Marking work		
- Completed work - storage		
- Access to computers		
Break Time: Procedures for 'staying in'		
- Drinks/snacks		
- Wet play resources		
Other Adults:		
- Role i.e. students, student teachers, parent		
Planning Meetings:		
- Schedule to meet with class teacher		
- Support staff meeting times		
Equal Opportunities:		
- Classroom focus or issues		
Curriculum:		
- Plans with specific instructions to TA from teachers i.e. Learning Outcomes		
SEN Information:		
- Visual timetables, pupils on SEN register, I.E.Ps		
Homework:		

- Procedures		
- Diaries		
- Timetables		
Behaviour Management:		
- System		
- Class rules		
- Sanctions and Rewards		
Record Keeping Requirements:		
- Computerised		
- Record group/individual attainment		
Liaison with Home:		
- Policy on contact with parents		
- Resources that go home		
- Home-school contact method (copy of home/school agreement)		
Prospectus/Staff Handbook:		
- Induction Pack		
Special Designation:		
Governing Body:		
School Development Plan:		
School Family Tree:		
- Organisational structure		
- Location of each person		
Communication System:		
- Staff meetings		
- Newsletter/memos		
- Website		
- Staff notice boards		
Health & Safety:		
- Fire drills		
- Accident procedures		
- Site security		
- Visitors procedure		
- Giving medication		
- Child Protection designated person		
- First Aiders		
- Hygiene requirements		
- Medical procedures for unwell pupils		
- Knowledge of risk assessments		
School Timetable:		
- Dates of school year		
- Staff development days		
- Times of school day		
- Weather closure procedures		
- Timetable for school trips		
- Assemblies		
- Special events		
- Exact lesson times		

Recording:		
- Data protection requirements		
- Location of all records		
- Whole school requirements		
School Policies/ Procedures:		
- Uniform, jewellery		
- Behaviour (sanctions and rewards)		
- Anti-discrimination issues		
- Homework		
- Use of resources/Internet		
- Use of photographs and video of pupils		
- Child Protection		
Location and Timetabling of Resources:		
- ICT and booking schedule		
- Photocopiers		
- Books		
- Library		
- Other equipment		
- Technician support		
- Procedure for broken equipment		
Personal Work Protocol:		
- Line Manager		
- Reporting sick or staff absence		
- Use of photocopier/telephone/Internet		
- Continuing Professional Development Programme		
- Performance Management procedure		
- Dress code		
- Times of work		
- Social events		
- Staff room protocol (coffee money/birthdays)		
Map of School:		
- Room locations		
- Specialist areas (gym, hall, lunch)		
Pupil Transport To/From School - Procedures: Travel Plan		
Break Time Procedures:		
- Duties		
- Arrangements for lunchtime i.e. activities		
Parent Teacher Association:		
- Programme		
- Communication with parents		
School Clubs:		
Outside Agency Involvement e.g. SEN, Education Welfare, Occupational Health		
Whole School Meetings and Assemblies:		