

STAFF INDUCTION POLICY

OVERVIEW

All members of staff, governors and volunteers who are newly appointed to our school will benefit from an induction process. It will integrate them into the ethos of the school quickly and efficiently to enable them to become effective in their new role. This policy applies to all employees and also, as appropriate, to volunteers agency staff and governors. Safeguarding Children and Child Protection will feature prominently in every induction programme. The Induction Programme will be supported by the NQT Induction process and the staff development policy and strategies.

OBJECTIVES

1. To welcome and value newly appointed members of the school team.
2. To ensure that all members of the school team understand the mission, aims and policies of this school
3. To integrate new governors, staff and others into the school team efficiently and effectively.
4. To ensure that all can make an efficient and effective contribution to our mission and aims from the very beginning of their time in school.
5. To provide a flexible induction process in which roles and responsibilities are clearly defined

STRATEGIES

1. All will be welcomed and receive an initial induction before they first commence their work and this will followed by an appropriate induction process.
2. A mentor will be assigned for each new member of the school team and that mentor will lead the induction process.
3. Induction will be part of the staff development strategy and it will be linked to the school performance management process.
4. All new members of the team, as appropriate, will be expected to know, understand and comply with all school policies including the Safeguarding Policy, policies for Health and Safety, Equal Opportunities policy, Behaviour policy, First Aid policy, Anti-Bullying, Whistle Blowing SEND policy, Curriculum policy and policies for Assessment, Teaching and Learning.
5. All new members of staff, including newly-qualified teachers and teaching assistants, will receive an induction programme, in line with LSCB guidance, that includes basic child protection training on how to recognise signs of abuse, how to respond to any concerns, and Safeguarding and Child Protection Policy and Procedures,
6. All new members of the team will learn about e-safety and induction will include familiarisation with the safeguarding and policy, staff code of conduct, DfE statutory guidance 'Keeping children safe in education' and any other related policies. The induction will be proportionate to team members' roles and responsibilities, including governors, site staff, temporary staff and volunteers.
7. The staff handbook will form the basis for all induction programmes
8. Additional support will be arranged by the mentor or at the request of the new member of the team if any additional or immediate training / support needs are identified.

OUTCOMES

Induction will be a continuous and evolving process that takes time. It will be related appropriately to the role of the new member of the team. The strong and supportive ethos of the school will ensure that new members joining our team will be supported by all and that they will be encouraged to be proactive in asking for information and help at any time they need it. Our intention is to appoint strong and effective members to our team and to make them feel welcomed, valued and well supported.

Adopted by the Governing BodyDate.....July 2017.....Review Date.....July 2019.....