

Holy Trinity Church of England Primary School  
&  
Community Nursery



## Induction Policy

*Our Learning Our Journey Our Future*

*This policy supports our school values of  
Harmony, Respect, Faith and Life-Long Learning*

Reviewed and Agreed: September 2021

Next Review Date: September 2022

Through our journey of life, we strive to follow the values of Faith, Respect, Harmony and Life-Long Learning: made possible through God's love. "God is Love" (1 John 4:16)

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## **Statement of intent**

Once a new employee has been appointed, Holy Trinity Church of England Primary School & Community Nursery believes it is essential that they follow an effective induction procedure. Consequently, all governors, teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

Through this policy, we aim to ensure that every new staff member:

- Is welcomed by the school and governing board.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information about the school and their role within it.
- Meets the Headteacher, governing board, staff and pupils.
- Understands the role of the governing board and its committees.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is provided with a comprehensive induction pack.
- Is presented with the opportunity to ask questions.

## 1. Legal framework

This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'
- DfE (2021) 'Induction for early career teachers (England)'

This policy operates in conjunction with the following school policies and documents:

- Staff Handbook
- Staff Attendance Management Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Preventing Extremism & Radicalisation Policy
- Staff Code of Conduct
- Behaviour and Relationships Policy

All policies are available to view on the school website; alternatively, copies can be requested from the SBM.

## 2. Roles and responsibilities

The Governance Board is responsible for:

- Ensuring that policies and procedures are in place in the school to facilitate the effective induction of new staff members.
- Ensuring that all staff undergo relevant training, particularly safeguarding and child protection training.
- Overseeing and coordinating the induction for a new Headteacher.

The Headteacher is responsible for:

- Overseeing staff inductions.
- The coordination of the induction programme for all categories of staff, including early career teachers (ECTs).
- Ensuring that an induction mentor and induction tutor are identified for each ECT.
- Ensuring that induction programmes for staff, other than ECTs who have a two-year statutory induction period, run for the first two terms of a new employee's appointment.
- Ensuring that all inductions include the receipt of a copy of part one of 'Keeping children safe in education', or Annex A where the staff member receiving induction will not work directly with children.
- Upon completion of the induction period, ensuring that an induction completion checklist is signed and dated by themselves and the new employee.

The staff member's line manager is responsible for:

- Helping the staff member to settle in to their new role and the school.
- Briefing the staff member on their role during induction.

- Ensuring the staff member is supported throughout their induction, and being a point of contact for any queries or problems they may have.
- Ensuring the staff member is aware of relevant protocols and procedures, e.g. surrounding absence, leave and performance management.

### **3. Welcoming new staff**

The school will issue the incoming staff member useful information relevant to their job role when their role commences, including:

- The details of their job role, including the terms and conditions of their employment.
- Information about their induction, e.g. how it is structured and by whom it will be overseen.
- A copy of the Staff Handbook.
- A pack of policies that the new member will be required to read and return a signed sheet to indicate that this has been done.

Where a new staff member will require mentoring in their role, mentors are assigned prior to the staff member's arrival and new staff members will be informed of the identity of their mentor in advance.

#### **The first day**

New staff members will always receive a tour of the school, complete with introductions to relevant staff, e.g. their line manager, upon their arrival. Staff members will be informed of important health and safety measures throughout the school site, including where to find toilets, break time facilities and fire exits, and any precautions the staff member must take to protect themselves from harm. The school will also ensure that the school's insurance policy for injury or illness sustained through work is outlined to the staff member.

New staff members will be made aware of the structure of their daily routine, e.g. where they should sign in and out. The staff member will also be provided with copies of policies relevant to their role:

- Child Protection and Safeguarding Policy
- Behaviour & Relationships Policy
- Staff Code of Conduct
- Disciplinary Policy and Procedure
- Staff Attendance Management Policy
- Health and Safety Policy
- Social Media Policy

### **4. Teaching staff**

All teachers are offered the opportunity to spend time in school prior to taking up the appointment.

As soon as possible after their appointment, all teachers are briefed by their Year Leader on issues relating to their appointment. This briefing includes detailed information relating to policies, resources and procedures that relate to their team.

During a teacher's first year at the school, the following will be covered:

- Performance management
- Reports, report writing and parents' evenings
- Organising educational visits
- The role of governors
- Professional development
- Target setting, monitoring and evaluation

As part of their induction, all teachers will have meetings with relevant senior staff covering areas including the following:

- A briefing by the Headteacher
- An induction on key curriculum policies (e.g. behaviour, teaching and learning, homework, assessments)
- An induction on key HR and health and safety policies, tour of the school
- The safeguarding response to children who go missing from education
- The identity and role of the DSL, Family Support Worker and Attendance Officer
- Relevant information pertaining to SEND provision, meeting with SENCO
- The Staff Handbook
- Communication sources (e.g. email, meetings, the shared server, notice boards, the school calendar)
- The pastoral system

## **5. ECTs**

ECTs are required to serve a statutory induction period of two years, or six terms. ECT inductions are delivered in line with the school's ECT Induction Policy.

### **Entitlement**

Before an ECT takes up an appointment, the following is made available:

- The school's prospectus and all policies and procedures
- The teaching timetable
- Curricular documentation and textbooks relating to teaching subjects
- Information about any school equipment and resources available

Every ECT is allocated an induction mentor, who is responsible for supporting and mentoring the ECT, and an induction tutor, who is responsible for giving guidance and conducting formal assessment.

During the first year, the school provides:

- A formalised classroom observation schedule conducted by experienced colleagues.
- Observation of agreed lessons by a member of the SLT.
- Effective written and informal feedback following the observation.
- Opportunities to observe more experienced colleagues.
- Opportunities for discussion.

- The opportunity to attend INSET days provided for ECTs.
- Reduced teaching timetable

### **Reports on progress**

ECTs are made aware of the criteria used for monitoring progress, in line with the induction standards defined by the DfE. The school gives ECTs regular and detailed progress updates, and ECTs will always be informed prior to any formal review where there are any concerns about their performance in enough time for them to act on this before the review.

### **The role of the mentor for ECTs**

All ECTs will have a designated induction mentor, and a designated induction tutor. Wherever possible, these will remain two distinct roles, occupied by two different individuals. Mentors and tutors will have QTS, and appropriate time and abilities to sufficiently support ECTs.

Induction mentors will:

- Meet regularly with the ECT for structured, one-to-one mentoring sessions, including effective and detailed feedback.
- Work collaboratively with the ECT and their colleagues to help ensure the ECT receives a high-quality induction programme.
- Provide effective support, including phase or subject specific mentoring.
- Take action where the ECT is having difficulties for the period of statutory induction.

Induction tutors will:

- Provide guidance for the ECT's professional development.
- Carry out regular progress reviews.
- Undertake formal assessment meetings.
- Be open and transparent with the ECT regarding their performance, including giving detailed feedback in progress reviews and formal assessments.
- Ensure all monitoring and record keeping is done in a streamlined manner.

## **6. Support staff**

Support staff are offered an induction programme applicable to their specific role.

As soon as possible after their appointment, all staff are briefed by their line manager on issues relating to their appointment. The briefing includes detailed information relating to policies, resources and procedures that relate to the specific role.

The induction programme covers areas including:

- A briefing by the line manager.
- An introduction to relevant senior staff.
- An induction on key HR and health and safety policies (e.g. health and safety, fire safety, staff leave of absence, equal opportunities and dignity at work, ICT acceptable use, social media, staff code of conduct, behaviour).
- Child protection and safeguarding (including online safety).

- The safeguarding response to children who go missing from education.
- The identity and role of the DSL, Family Support Worker and Attendance Officer
- Roles and responsibilities.
- A guide through the staff handbook.
- Line management procedures.
- Communication sources (e.g. email, meetings, the shared server, notice boards, the school calendar).
- CPD opportunities.
- The performance management process.

## **7. Safeguarding**

The school will ensure that all staff members receive child protection and safeguarding training as part of their induction. As part of this training, staff members will be provided with:

- Copies of the relevant policies.
- A copy of part one of 'Keeping children safe in education'.
- The contact details of the DSL and any deputies.
- Information on:
  - The systems that support safeguarding in the school.
  - The types of abuse, exploitation and neglect that can occur and how to spot indicators that a child is experiencing these.
  - The local early help process and the role of staff in it.
  - The process for handling safeguarding concerns.
  - What to do if a pupil tells them that they, or another child, is being abused, exploited or neglected.
  - Their confidentiality obligations.

Beyond induction training, staff members will receive any updates related to safeguarding via staff meetings.

## **8. Key considerations for all staff**

### **Hours of work**

Hours of work will be specified in job descriptions and contracts of employment. Breaks, e.g. a morning break and lunch break, will be confirmed with the staff member's line manager.

### **Staff Code of Conduct**

A comprehensive Staff Code of Conduct will be given to all staff on appointment – this includes a map of the school building and grounds.

### **Sickness reporting**

New staff members will receive information as part of their induction about how, when, and to whom to report sickness absence, as well as an outline of their entitlement.

Staff will be expected to read and be aware of the school's Staff Attendance Management Policy.

## **Medical appointments**

Staff members will be informed during induction of the school's policy regarding taking time off school for medical appointments or screening, including any restrictions on times of the day at which taking time off for appointments is appropriate, notice requirements, and whether any medical evidence, e.g. a doctor's note, is required.

## **Annual leave and leave for personal reasons**

For each new member of staff, details of annual leave entitlement, including whether leave is permitted during term time, will be specified in contracts of employment. Information about leave of absence for personal reasons will also be provided to new staff members by their line manager.

Staff members will be expected to read and understand the Staff Leave of Absence Policy, and will be provided with a copy of this policy during induction.

## **Emergency evacuation**

The emergency evacuation procedures are displayed in all rooms and will be fully explained by line managers during induction.

## **9. ICT**

If an employee's duties involve using a computer, the ICT manager will set up their workstation and allocate them a username and password prior to induction. All staff are required to ensure that they comply with the UK GDPR and the Data Protection Act 2018.

Where staff members are using a school-owned device, the ICT manager will ensure that the device has sufficient storage, and has malware protection and appropriate firewalls installed prior to the staff member picking up the device.

## **10. Induction of new governors**

An induction programme for new governors is in place and a handbook from the National Governors Association will be sent to all new governors in due course.

The induction process includes:

- A visit to the school including a guided tour
- A meeting with the chair of governors to discuss committee structure, terms of reference, and training needs etc.
- The organisation of their first meeting.
- The completion of the Code of Conduct.
- An assessment of future development needs.
- Receiving a copy of part one of 'Keeping children safe in education'.

The new governor will also be introduced to an existing governor who will act as their buddy and mentor until they settle into the role.

## **11. Monitoring and review**

This policy will be reviewed by the Headteacher and the governing board on an annual basis.

Any changes to this policy will be communicated to all staff and other interested parties.

## Whole-school induction checklist

Content	Notes	Tick if completed	Action to be taken
Welcome	<ul style="list-style-type: none"> <li>• Welcome and introductions</li> <li>• Check that all employment checks have been completed, e.g. a relevant DBS form</li> <li>• Check that they have received their contract of employment, and job description and person specification, and that there are no issues or concerns</li> <li>• Explanation of method and date of first salary payment, increments or pay awards</li> </ul>		
School background	<ul style="list-style-type: none"> <li>• Give some information on school history and background (refer to general information pack that should have been sent out with the application form), including:               <ul style="list-style-type: none"> <li>- History of school</li> <li>- Number of pupils</li> <li>- Number of staff</li> <li>- Aims and objectives</li> <li>- Specialist status</li> <li>- Copy of prospectus with associated papers</li> <li>- Copy of latest school action plan and/or LA monitoring report</li> </ul> </li> </ul>		
Structure	<ul style="list-style-type: none"> <li>• Talk through the school's organisational structure and how their role fits into the overall picture</li> </ul>		
Key contacts	<ul style="list-style-type: none"> <li>• Give a list of key contacts</li> </ul>		
Map of school	<ul style="list-style-type: none"> <li>• Give out map of school pointing out any key areas around the school, e.g. Headteacher's office, main office, staff room, drinking facilities, toilets, food hall, reprographics, finance office, first aid room, meeting rooms</li> </ul>		
Policies and procedures	<ul style="list-style-type: none"> <li>• Give the individual a copy of key policies and procedures and draw particular attention to those related to health and safety, attendance management, safeguarding children, pupil behaviour, staff code of conduct, email and internet safety</li> </ul>		

Content	Notes	Tick if completed	Action to be taken
	<ul style="list-style-type: none"> <li>• Explain the school's response to children who go missing from education</li> </ul>		
<p style="text-align: center;"><b>Issue documentation/ equipment</b></p>	<ul style="list-style-type: none"> <li>• Documents and equipment: <ul style="list-style-type: none"> <li>- Staff identity badge</li> <li>- Staff handbook and relevant policies (intranet)</li> <li>- Passwords for computer/email/SIMS/key systems/photocopiers</li> <li>- Teacher planner (teachers only)</li> <li>- Educational support staff, e.g. class lists, timetable, managers, form tutors, subject leaders, etc.</li> <li>- Holiday record form for all year-round employees</li> <li>-</li> </ul> </li> </ul>		
<p style="text-align: center;"><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• School communications: <ul style="list-style-type: none"> <li>- Briefings, dates and times</li> <li>- Email</li> <li>- Bulletin</li> <li>- Telephone list</li> <li>- Staff trays in staffroom</li> <li>- Notice boards</li> <li>- Calendar events</li> <li>- Intranet</li> <li>-</li> </ul> </li> </ul>		
<p style="text-align: center;"><b>Expectations of staff</b></p>	<ul style="list-style-type: none"> <li>• Smart and tidy appearance</li> <li>• Attend staff meetings</li> <li>• Make self-aware and follow school procedures</li> <li>• Check emails daily</li> <li>• Read weekly bulletin</li> <li>• Arrive on time</li> <li>• Share responsibility for pupil discipline</li> <li>• Report any problems/issues/concerns to line manager</li> <li>• Mobile Phone Policy for pupils, discretion required for staff use of mobile phones</li> </ul>		

Content	Notes	Tick if completed	Action to be taken
	<ul style="list-style-type: none"> <li>• Be willing to take on new responsibilities within own capacity and existing workload commitments</li> <li>• Report absences as per the school's policy</li> <li>• Collective responsibilities of all staff</li> </ul>		
Facilities issue	<ul style="list-style-type: none"> <li>• Explain about car parking arrangements</li> <li>• School opening times</li> <li>• Timings of school day</li> <li>• Fire alarm testing</li> <li>• Fire evacuation point</li> <li>• First aiders</li> </ul>		
Introductions	<ul style="list-style-type: none"> <li>• Tour around the school, including staff room, drinks/lunch facilities, toilets, first aid room, lockers</li> <li>• Introduce new member of staff to his/her colleagues</li> <li>• Assign and introduce new member of staff to his/her mentor</li> <li>• Give them your contact details, e.g. mobile phone/extension</li> <li>• The identity and role of the DSL and any deputies</li> </ul>		
Questions and answers	<ul style="list-style-type: none"> <li>• Review information presented to individual and check their understanding</li> </ul>		
Induction completed by	.....		
Date	.....	.....	Signature

Managers only			
Management structure	<ul style="list-style-type: none"> <li>• Talk through the management structure</li> </ul>		
Introductions	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> day - arrange for manager to be introduced to each member of senior leadership team (SLT)</li> </ul>		

	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> week - arrange for the manager to have an hour's slot with each member of his/her team</li> <li>• 2<sup>nd</sup> week – arrange for the manager to have a time slot with key personnel, e.g. finance officer, CPD coordinator, HR manager, exams officer, data manager</li> <li>• Assign a mentor (not the person's line manager) to support the manager</li> </ul>		
<p><b>Policies and procedures (expectations of managers)</b></p>	<ul style="list-style-type: none"> <li>• Give manager copies of management policies and procedures and talk through their responsibilities with regards to: <ul style="list-style-type: none"> <li>- Child Protection and Safeguarding</li> <li>- Staff Code of Conduct</li> <li>- Recruitment</li> <li>- Departmental inductions</li> <li>- Team meetings</li> <li>- Managing attendance/punctuality</li> <li>- Performance appraisal</li> <li>- CPD</li> <li>- Personnel, e.g. contractual changes, pay reviews, etc.</li> <li>- Health and safety</li> <li>- Budgets</li> <li>- Exit interviews</li> </ul> </li> </ul>		
<p><b>Training (management toolkit)</b></p>	<ul style="list-style-type: none"> <li>• Attendance management</li> <li>• Conflict management, including dealing with complaints/grievances</li> <li>• Managing budgets</li> <li>• Managing health and safety</li> <li>• Managing investigations</li> <li>• Performance appraisal</li> <li>• Recruitment</li> <li>• Time management</li> </ul>		
<p><b>Induction completed by</b></p> <p><b>Date</b></p>	<p>.....</p> <p>.....</p>	<p>.....</p> <p>Signature</p>	