STAFF INDUCTION POLICY

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

PREPARED BY:	C Ni Loingsigh
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APPROVED BY:	Governors
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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. The Induction Programme will include appropriate information, training, observation and mentoring. Safeguarding Children and Child Protection will feature prominently in The Induction Programme.

1.2 The first weeks and months are vital to the success of any new 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 contributions to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position. It also enables them to 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 is cross-referenced to the ECT Induction requirements and probationary periods for support staff, as appropriate.

1.3 The Induction Programme 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 while 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 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 and relevant CPD, if appropriate
- Details of relevant individuals with responsibility for induction e.g. members of SLT, the designated mentor or supervisor
- A visitor's guide setting out the important elements of Safeguarding and Health and Safety

1.5 Appendices

Appendix 1 Management and Organisation of Induction
Appendix 2 The Induction Programme
Appendix 3 Induction Checklist
Appendix 4 Visitors Guide

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

   The Headteacher or a member of SLT (including the SBM) is responsible for the overall management and organisation of the induction of new employees, supply teachers, agency staff and volunteers.

   The Chair of 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, with risk assessments put in place if needed
   - 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 and delivered
   - Share Visitors Guide and direct employee to other relevant policies which can be found on the school website

Appendix 2 The Induction Programme Induction Programme

The person responsible for the 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 & Safeguarding, Health and Safety, Prevent, FGM, Online-Safety, GDPR, Code of Conduct, Fire Safety, Keeping Children Safe in Education and AI
- A training / CPD timetable
- A visitor guide
- A checklist of the policies and procedures to be understood, which can be found on school website
- Details of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

Induction programmes should be tailored to specific individuals. The areas that 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 a member of SLT.

This should include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- AI
- Relevant information on curriculum, schedules and timetables
- Visitors guide
- Supply Teachers and Agency staff should also be directed to the school website where they can find all the latest versions of the school's policies

Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources by a member of the school's Senior Leadership Team or the Wider Management team as appropriate.

This should include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education
- CPOMS
- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- AI
- Relevant information on curriculum, schedules and timetables
- Policy documents
- Visitors guide

It may include support on where to find

National Curriculum documents

- School Brochure
- 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

Teaching Staff including Teaching Assistants should also be directed to the school website where they can find all the latest versions of the school's policies.

Administrative and Premises Staff

All new staff should be given appropriate induction advice, training and resources by a member of SLT or the School Business Manager as appropriate.

This should include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education
- CPOMS
- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- AI
- Policy documents
- Visitors guide
- School administrative systems and procedures
- Specific job-related training such as finance, recruitment selection administration, school admissions / transfers etc.

Administrative staff should also be directed to the school website where they can find all the latest versions of the school's policies.

Cleaning & Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by a member of SLT or the school's Premises Manager.

This should include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education

- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- AI
- Policy documents
- Visitors guide
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Cleaning/Caretaking/Kitchen Staff should also be directed to the school website where they can find all the latest versions of the school's policies.

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by a member of SLT or the wider management team as appropriate.

This should include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education
- CPOMS
- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- AI
- Relevant information on curriculum, schedules and timetables
- Policy documents
- Visitors guide

Midday and Cover supervisors should also be directed to the school website where they can find all the latest versions of the school's policies.

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors.

This may include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- AI
- Policy documents
- Visitors guide
- Current relevant school information, policy documents and School Improvement Plan data
- School brochure including staffing, Ofsted and school performance data
- DfE 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
- Governors skills audit
- Information and access to governor training courses.

Governors should also be directed to the school website where they can find all the latest versions of the school's policies.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by a member of SLT.

This should include:

- Safeguarding children, Child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Prevent
- FGM
- Online Safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- AI
- Policy documents
- Visitors guide

This may include:

- 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

Volunteers should also be directed to the school website where they can find all the latest versions of the school's policies.

Supply Teachers and Agency Staff

As part of our induction policy for long-term agency teachers, it is essential that you are fully integrated into the school community and uphold the same professional standards and responsibilities as permanent staff. You will be expected to attend all relevant training sessions, including safeguarding and continuing professional development (CPD) opportunities, contribute to departmental meetings and uphold the school's policies and procedures. In addition, you must ensure that all lesson planning is thorough and aligned with the curriculum, that children reports and assessments are completed accurately and on time and that behaviour management practices reflect the school's expectations. You are also required to participate in parents' evenings, undertake additional duties such as supervision or cover and contribute positively to the pastoral care and wider life of the school. Long-term agency teachers are expected to follow the SEND Code of Practice, ensuring that the needs of all learners are planned for effectively. This includes implementing and reviewing Individual Education Plans (IEPs) and Education, Health and Care Plans (EHCPs) in line with school policy and making appropriate adaptations to teaching and resources to support all pupils. To ensure continuity and the best outcomes for our children, we also ask that you avoid booking time off during the academic year wherever possible, unless in cases of emergency or with prior agreement.

For agency staff working in other key roles within the school, such as teaching assistants, office staff, midday supervisors, premises managers and kitchen staff, it is equally important that you fulfil all duties associated with your position to the same standard expected of permanent staff. Your contribution plays a vital role in the smooth operation of the school and the wellbeing and development of our pupils. Whether supporting learning in the classroom, maintaining a safe and clean environment, managing school administration or ensuring pupils are cared for during lunch and break times, your role is essential to creating a positive and effective school environment. If you are engaged on a long-term basis, we ask that you avoid booking time off during the academic year wherever possible, except in cases of emergency or with prior agreement. This consistency helps maintain routines and high standards across the school, supporting a stable, high-quality experience for our children.

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 on completion**	**Notes**
Day One		
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		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

	Tick on completion	**Notes**
During First 3 Weeks 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 to review progress and agree training and development needs Identify development/support needs and agree means of meeting		

Policies and Procedures	Tick on Completion	Notes
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		
First Aid 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 (Medical Policy) Further training may be necessary depending upon the responsibilities of the post holder		
Policy and procedures relating to Safeguarding Children and Child Protection This will include the school's Safeguarding Policy and Part 1 of Keeping Children Safe in Education and whistleblowing		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence		
Policy and procedures relating to Leave of absence		
Policy and procedures relating to Appraisal/Performance Management		
Policy and procedures relating to GDPR		

Appendix 4:

Visitors Guide

Dear Supply Staff,

Welcome to Our Lady and St. Joseph. We are glad you could make time and visit us! Please read this leaflet carefully and fully as our key priority is keeping you and our children safe.

We are a two form entry primary school voluntarily aided by the Catholic Church. We have prepared key information to ensure your day runs smoothly. If you have any questions please do not hesitate to ask!

General House Keeping issues:

- All visitors are required to sign in at the front desk when entering the school.
- They must wear a school visitor badge at all times when on school property.
- Please be aware that staff and children may ask who you are. This is never intended to be rude, but children are curious and all staff have responsibility to keep our school safe.
- Please take care of your valuables. The school cannot be held responsible for loss of any personal items.
- When leaving please sign out on the machine. It is possible to do this with the QR code on the label. We recommend doing this as it also reminds you to take it off before you go back into public spaces!

Behaviour Policy

We operate a good to be green policy. The full policy can be found on the school website, further details can also be given by phase leaders or support staff.

For positive behaviour	For negative behaviour
• Children can receive house points, these can be marked on the charts. • If a child shows the week's Gospel Value, which can be seen on the school calendar, they can move their name up on the chart. This will mean they can receive a certificate at the end of the week. Names cannot be moved down • We believe in lots of positive praise and support for all children, especially those working hard and doing the right thing	• We ensure we keep a calm controlled environment at all times. • We expect verbal warnings to be given to behaviours before sanctions are given. • If a child does not follow instructions they have to move their names down on the behaviour chart. What consists which colour can be found by the side of each colour. Children's names can be moved up from this. • We use restorative justice to deal with issues, all staff are trained so can conduct a meeting.

Safeguarding

We expect you to be aware of the latest KCSIE/FGM/PREVENT documents. If you are not, please inform the School Business Manager immediately. Information on the Designated Safeguarding Leads can be found here:


Mr Devereux


Ms Lynch


Mrs Kelly


Ms Rowe


Mrs Wilson


Mr Cuming


Miss Laws


Mr Sands

Any issue needs to be reported immediately. This can either be done in person, or call the office.

Fire Regulations

Fire drills are unannounced, so please ensure you read the fire safety information in every class you enter which can be found by the doors to each classroom.
The children are expected to go downstairs quietly. They can use both sides of the stairs but must stay in their lines. All personal belongings must be left.
The fire assembly points are the playgrounds.
If you discover a fire please break the glass at one of the red call points and leave the building immediately.
If you have any questions regarding the fire safety regulations, please call the office and ask to speak to the Premises Manager Mr Hale.

First Aid

In the event of an accident on the playground or in class the nearest first aider should support. Most teaching assistants have first aid training, or can alert someone who has. In the unlikely event that there is any issues and a staff member cannot be found, ask the nearly class or please call the office by dialling 201 or 202.
All bumped heads must be recorded on medical tracker in the first aid room. A orange band needs to be given to the child and the office informed to tell the parent. All other first aid requires a green band and details entered on medical tracker. The log in details are on the laptop.
Information regarding dietary needs can be found by the sink in each classroom or on the display board by the kitchen.
If you have a pre-existing medical condition of which you would like us to be aware of, should it be necessary, please inform the front office on arrival.

No Smoking

Please note there is a no smoking policy across the whole property, this includes e-cigarettes.

Mobile Phones

Whilst working with children, or when in the vicinity of children please do not use your phone. Please note no photos should be taken of the children unless explicit consent from the Headteacher.

Short term Agency Class Teachers only

All work needs to be completed over the day. Other teachers from the year group can assist in this. We expect all work to be marked in line with the schools policy. The key aspect is aiming for class feedback where possible. LO's need to be highlighted in green for achievement, orange for not. Red pen is used by teachers to record verbal feedback comments tick correct or circle incorrect answers and if possible, given to children the opportunity to fix. Next steps should be used either where the teacher has asked or using your professional judgement.



Break times and lunch times

Please ask your team members for more information on when your breaks and the children's breaks are. If on duty it is expected you interact with the children and be active on the playground.

Further Questions?

The phase leader for your class:

EYFS:	Miss Elaine Wright
KS1:	Miss Mica Pinnock
LKS2:	Mr Jack Sands

UKS2: Mr Nozmul Karim

SLT:

Executive Headteacher: Mr Patrick Devereux,
Head of School: Miss Cynthia Ni Loingsigh
Assistant Headteacher/Inclusion Leader: Mrs Natalie Kelly
School Business Manager: Miss Sheila McCabe