

Induction of New Staff Policy



Date	Review Date	Headteacher	Nominated Governor
16 th May 2023	May 2026	SNW	MN

We believe it is essential that we have in place clear induction procedures to provide all newly appointed staff with a programme of structured support and guidance so that they can integrate successfully into the school.

We believe that the school's greatest resource is the teaching and support staff who provide an excellent education for the pupils of this school. We will endeavour to provide the right conditions for all staff and to achieve a suitable work-life balance in order for them to undertake their role to the very best of their ability.

We have the duty of maintaining a high standard of teaching and learning throughout the school by recruiting high quality teaching and support staff and ensuring the provision of high quality training opportunities for everyone.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide newly appointed staff with a structured programme of support and guidance.
- To ensure that newly appointed staff are introduced to school policy and procedure.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, are aware of and comply with this policy;
- appointed a member of staff to be the Induction mentor;
- work closely with the appointed mentor;
- meet with all new school personnel to welcome them to school and to outline the following:
 - A brief history of the school
 - The school aims and objectives
 - School standards

- Role and responsibilities
- School personnel code of conduct and dress code
- Performance management
- An outline of the sickness and absenteeism policy
- Punctuality
- School personnel and staffing structure
- Pupils, parents
- Workload
- Worklife balance
- Health and safety procedures
- Safeguarding and child protection
- School security

- Tour of the school building(s) and grounds

- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors

Role of the Induction Mentor

The mentor will:

- work closely with the Headteacher and Trustees;
- provide guidance and support to:
 - Teaching Staff
 - Supply Staff
 - Learning Support Staff

- organise an induction with a new member of staff when the following documentation will be discussed in depth:

Documentation	Leadership	Teachers	Learning Support Staff	Administrative Staff
	Code of Conduct for Staff	▪	▪	▪
Safeguarding Policy	▪	▪	▪	▪
KCSiE	▪	▪	▪	▪
Health and Safety Policy	▪	▪	▪	▪
Staff Handbook	•	•	•	•
Anti-bullying Policy	▪	▪	▪	▪

Continuing Professional Development Policy	▪	▪	▪	▪
First Aid Policy	▪	▪	▪	▪
Mental Health and Wellbeing Policy	▪	▪	▪	▪
Performance Management Policy	▪	▪	▪	▪
SEN Policy	▪	▪	▪	
Staff Absence Policy	▪	▪	▪	▪
Whistle Blowing Policy	▪	▪	▪	▪
School Improvement Plan	▪	▪	▪	
Schemes of Work	▪	▪	▪	
Behaviour Management Policy	▪	▪	▪	
GDPR Policy	▪	▪	▪	▪
Online Safety Policy	▪	▪	▪	▪
Oversee Induction Training	▪	▪	▪	▪

Role of the School Business Manager (SBM)

- explain the contract of employment in conjunction with Peninsula HR;
- confirm their personal details;
- Confirm health questionnaires;
- Confirm proof of address;
- Confirm car insurance;
- confirm bank account details;
- explain payroll, wage slips, P45/6
- explain travel and subsistence expenses;
- issue school keys;
- issue personal laptop with login ID and password details; SchoolPod, Educare, email.
- outline what constitutes personal data and the Data Protection Act.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- help in the induction process by making new staff welcome in this school;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy
- be polite and well behaved at all times;
- show consideration to others;
- help in the induction process by making new staff welcome in this school;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook;
- meetings with school personnel;
- reports such annual Headteacher reports .

Training

We:

- have in place appropriate training for this policy that is undertaken by a registered training provider that covers:
 - All aspects of this policy
 - Health and Well-being of School Personnel
 - Work-Life Balance
 - Health and Safety
 - Dress Code
 - School Personnel Code of Conduct
 - Anti-Bullying and Anti-Harassment at the Workplace
 - Dealing with Allegations Against School Personnel
 - Disciplinary Procedure
 - Grievance Procedure
 - Equal opportunities
 - Inclusion
- ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- can provide data that evidences staff understanding.
- have in place evidence for all staff:
 - that highlights the knowledge gaps in the training;
 - that shows how those knowledge gaps were corrected

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

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Linked Policies, Documents and Legislation

- Anti-Bullying Policy
- Continuing Professional Development Policy
- Dealing with Allegations
- Disciplinary Procedure
- Dress Code
- Grievance Procedure
- Health and Safety Policy
- Performance Management Policy
- Code of Conduct for staff and volunteers
- Staff Absence and Leave Policy
- Whistle Blowing Policy
- CPD flowchart
- Induction flowchart

- Health and Safety at Work Act 1974
- Education Act 1996
- Standards and Framework Act 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Children Act 2004
- Education & Inspections Act 2006

- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings

Headteacher:		Date:	
Trustee:		Date:	