



SAINT JOHN'S

Induction Policy

Designated Member of Staff	Deputy Head Teacher
Committee with responsibility	Resources
Date of Issue	January 2021
Frequency of Review	Annual

Issue Number	Issue Date	Summary of Changes
1	January 2021	Introduction of the policy
2	September 2024	Reviewed

Our vision at Saint John's CE Primary School is to be a school "where we all flourish" and therefore we take seriously the arrangements for the induction of new staff.

An effective induction for staff is the best opportunity to ensure new employees are clear about their role and management expectations. An induction is the initiation, provided by the school, to a new employee, governor or volunteer, to ensure they have all the information they require to carry out their role effectively. This guidance is to support managers in having a clear process for taking staff and volunteers through their induction and to advise managers what information they should be including.

An appropriately qualified member of staff should be appointed before the starting date to plan the induction programme and supervise the new employee or support a volunteer.

Introduction

This guidance applies to all staff and also, as appropriate, to volunteers and agency staff who will all receive a tailored induction programme. This will include appropriate information, training, observation, and mentoring. Reference to the Safeguarding Children, Child Protection policies and expectations regarding conduct will feature prominently in every induction programme and has to be completed within 5 days of the new member of staff starting.

The first weeks and months are vital to the success of any 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 contribution to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. We follow national guidelines for the induction of ECTs.

Management and Organisation of Induction

- Responsibility for Induction is delegated by the Head to the appropriate members of staff
- The Induction Lead is responsible for the overall management and organisation of induction of new employees, supply teachers and agency staff, as well as volunteers

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
- Follow the checklist, in the front of the relevant Induction file which is kept in the office
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated

The induction process will:

- Provide information and training on the school's policies and procedures
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Identify and address any specific training needs

The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered, including the safeguarding induction
- An induction timetable
- Details of help and support available
- Details of work shadowing, if appropriate
- A diary of induction meetings
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor

The Induction Programme Delivery

Inductions will be overseen by the following members of staff:

Head	Deputy Head, School Business Manager, Inclusion Lead and Teaching Staff
School Business Manager	Office/Premises Staff
Deputy Head	Teaching Assistants, Support Staff and Volunteers
ECT Mentors	ECTs
Clerk to Governors	Governors

The induction staff will meet with new staff after appointment and if possible before taking up the post. The checklist in the Induction file for teaching staff will be used as the basis for the meeting. During this meeting, their job description, roles and responsibilities will be discussed and a copy given to them. A mentor will be chosen by the induction staff member to support the new staff member. At an appropriate time after taking up their post, the mentor will ensure the new staff member becomes familiar with the following:

- Safeguarding procedures
- All relevant policies and procedures
- Record keeping / assessment procedures
- Planning documents