



SAINT JOHN'S

Staff Induction Policy

Designated Member of Staff	Deputy Head Teacher
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 and published
3	December 2025	Reviewed and published

This policy is written with the overall aim and ethos of Saint John's CE Primary School to be a place "where we all flourish". 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 our induction programme outlines key dates for responsibilities and tasks to be carried out.

We follow national guidelines and the guidance of our local appropriate body for the induction of Early Career Teacher (ECTs).

Management and Organisation of Induction

- Responsibility for induction is delegated by the Headteacher to the appropriate members of staff.
- The Induction Lead will work alongside the Headteacher on the overall management and organisation of induction of new employees, supply teachers and agency staff, as well as volunteers.

Our school induction programme will be carried out by each staff member's line manager:

New member of staff	Induction completed by:
Member of Strategic Leadership Team, Class Teacher or Volunteer	Victoria Beevers – Headteacher (HT)
Class Teaching Assistant	Joe Vaughan – Deputy Headteacher (DHT)
SEND Teaching Assistant	Debbie Kimber – Inclusion Lead (IL)
Office or Premises Staff	Maija Brown – School Business Manager (SBM)
Governors	Chair and Clerk to Governors (with HT support)

The person responsible for induction should:

- Ensure that a new member of staff, volunteer or governor is welcomed and introduced to key personnel
- Ensure that immediate needs are identified before taking up the position where possible
- Ensure that an Induction Programme is delivered

Induction Programme	
Prior to contract starting or Day 1 of contract:	Completion of New Starter Form plus identification to SBM Meeting with Line Manager Present and discuss induction checklist
During Week 2 of contract:	Check-in with Line Manager to ensure completion of essential documents and training
By the end of the month of the contract:	Completed Induction Checklist handed in to Line Manager
After 6 weeks (or end of a half-term) – date agreed between you and Line Manager:	Check-in with Line Manager – Review of role so far. What is going well? What could be improved? Any questions or concerns
Between 3-5 months of contract starting:	Check-in with Headteacher as end of probation period is approaching
Before 6 months completed	Probation meeting with Headteacher

New Starter Form

Data Protection

The information supplied on this form is being collected as part of the school's recruitment procedures. The information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form, you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies to complete relevant identification and background checks such as DBS, prohibition and right to work in the UK checks.

NEW MEMBER OF STAFF TO COMPLETE:

(Please return to the school business manager along with 3 forms of identification overleaf):

Title	
First Name	
Last Name	
Bank Account (for payroll purposes)	
Name on Account:	
Sort Code	
Account Number	
National Insurance Number	
Date Of Birth	
Email Address (for payslip)	
DBS Number (if applicable)	

LINE MANAGER TO COMPLETE:

Start Date				
Staff Type	Support / Teaching / SLT			
Contract Type	Permanent / Fixed term / Zero Hours End date (if fixed term):			
Job Title				
Hours Per Week (teaching & support)				
FTE %? (teaching)				
Grade				
Grade Point				
TTO weeks per year for (support staff)				
Working Schedule				
MON	TUES	WED	THURS	FRI
Induction checklist		Staff file created		
Proof of ID		CPD Certificates		
Proof of address x 2		SCR update		
eForm		SIMS update		
SOP		FMS update		

ACCEPTABLE FORMS OF IDENTIFICATION

Please provide at least **ONE document from Group 1** AND **TWO further documents from either Group 1, group 2a or 2b** (one of which must verify their current address).

- Group 1: Primary identity documents**

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

- Group 2a: Trusted government documents**

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate - issued more than 12 months after time of birth	UK, Isle of Man, and Channel Islands.
Marriage/civil partnership certificate	UK and Channel Islands

Document	Notes
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card or HM Armed Forces Veteran card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

- **Group 2b: Financial and Social History Documents**

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months

Documents	Notes	Issue date and validity
Benefit statement, for example Child Benefit, State Pension	UK	Issued in last 12 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK.	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month

INDUCTION CHECKLIST – TEACHERS AND TEACHING ASSISTANTS

Start Date:	Name:	Tick Below:
Welcome	<ul style="list-style-type: none"> • Establish key contacts including DSL/DDSLs and give safeguarding booklet • Completion of New Starter Form plus identification to SBM • School tour including toilets and staff room • Key information, such as arrangements for arriving, leaving, lunch, parking, timetables/duties/meetings 	
Expectations	Discuss general expectations as a member of staff, including <ul style="list-style-type: none"> • Conduct – in and outside school • Dress code and other practical questions • Relationships with pupils, staff, parents and governors 	
Support and Development	Discuss any areas of concern and direct to policies relating to: <ul style="list-style-type: none"> • Contracts and employment information – refer to School Business Manager • Appraisals/Performance Management • Absence/Sickness/Holidays • Grievance/Complaints/Whistle-blowing 	
Health and Safety	Discuss the procedures around the following areas: Fire Drills / First Aid / Lifting and Handling / Reporting Accidents	
Key Logins	CPOMS / National College / Emails / Computer user / Additional website logins	
Essential documents and training	<p>The following documents can be found on the school website and must read by the <u>end of the first week</u> of the contract starting, including a signed online form for policies in bold:</p> <ul style="list-style-type: none"> • KCSIE (Keeping Children Safe in Education) Part 1 • Safeguarding and Child Protection Policy • E-Safety and Acceptable Use Policy • Behaviour & Relationships Policy <p>The following training modules can be accessed via National College and must be complete by the end of the first week of the contract starting:</p> <ul style="list-style-type: none"> • Annual Certificate in Safeguarding for school staff • Annual certificate in the Prevent Duty • Certificate in understanding FGM <p><i>For teaching assistants, time will be provided during your first week of the contract to support the completion of these tasks.</i></p>	
Additional documents and training	<p>The following documents can be found on the school website and must be read by <u>end of the first month</u> of the contract starting:</p> <ul style="list-style-type: none"> • Confidentiality Policy • Health and Safety Policy • Guidance for Safer Working Practice Policy • Anti-Bullying Policy • Teaching and Learning Policy • Feedback and Marking Policy <p>Additional training can be accessed via National College, our INSET days, working with experienced colleagues, visits to other schools or external training sessions.</p>	
Absence	<p>If you are going to be absent from school, you must contact the Headteacher as early as possible (by 7:30am at the latest) on the following phone number:</p> <p style="text-align: right;">(to be written by hand)</p> <p>This must be followed up with an email to the Headteacher & School Business Manager.</p>	
<p>Signature:</p> <p>Date completed: This signature confirms that the essential documents and training have been read and understood, with any questions answered.</p>		

INDUCTION CHECKLIST – OFFICE, PREMISES STAFF and VOLUNTEERS

Start Date:	Name:	Tick Below:
Welcome	<ul style="list-style-type: none"> Establish key contacts including DSL/DDSLs and give safeguarding booklet Completion of New Starter Form plus identification to SBM School tour including toilets and staff room Key information, such as arrangements for arriving, leaving, lunch, parking, timetables/duties/meetings 	
Expectations	Discuss general expectations as a member of staff, including <ul style="list-style-type: none"> Conduct – in and outside school Dress code and other practical questions Relationships with pupils, staff, parents and governors 	
Support and Development	Discuss any areas of concern and direct to policies relating to: <ul style="list-style-type: none"> Contracts and employment information – refer to School Business Manager Appraisals/Performance Management Absence/Sickness/Holidays Grievance/Complaints/Whistle-blowing 	
Health and Safety	Discuss the procedures around the following areas: Fire Drills / First Aid / Lifting and Handling / Reporting Accidents	
Key Logins	CPOMS / National College / Emails / Computer user	
Essential documents and training	<p>The following documents can be found on the school website and must read by the <u>end of the first week</u> of the contract starting, including a signed online form for policies in bold:</p> <ul style="list-style-type: none"> KCSIE (Keeping Children Safe in Education) Part 1 Safeguarding and Child Protection Policy E-Safety and Acceptable Use Policy Behaviour & Relationships Policy <p>The following training modules can be accessed via National College and must be complete by the end of the first week of the contract starting:</p> <ul style="list-style-type: none"> Annual Certificate in Safeguarding for school staff Annual certificate in the Prevent Duty Certificate in understanding FGM <p><i>For teaching assistants, time will be provided during your first week of the contract to support the completion of these tasks.</i></p>	
Additional documents and training	<p>The following documents can be found on the school website and must be read by <u>end of the first month</u> of the contract starting:</p> <ul style="list-style-type: none"> Confidentiality Policy Health and Safety Policy Guidance for Safer Working Practice Policy Anti-Bullying Policy <p>Additional training can be accessed via National College, our INSET days, working with experienced colleagues, visits to other schools or external training sessions.</p>	
Absence	<p>If you are going to be absent from school, you must contact the Headteacher as early as possible (by 7:30am at the latest) on the following phone number:</p> <p style="text-align: right;">(to be written by hand)</p> <p>This must be followed up with an email to the Headteacher & School Business Manager.</p>	
<p>Signature:</p> <p>Date completed:</p> <p>This signature confirms that the essential documents and training have been read and understood, with any questions answered.</p>		