



SIR THOMAS RICH'S

Staff Induction Policy

This Policy applies to all employees and, as appropriate, to volunteers, agency staff and trustees who will receive a tailored induction programme. Safeguarding Children and Child Protection will feature prominently in every induction programme.

Date reviewed:	February 2025
Status:	Non Statutory (Good Practice)
Responsibility:	It is the responsibility of the Trustees' Policies Committee to review the policy and monitor its implementation.

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Appendix: General Induction Checklist

1. Introduction

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or trustee to the duties of the post, and to the School as a whole, provide the foundation for a successful and safe contribution to the School. The induction programme is designed to help new employees, volunteers and trustees become familiar with the requirements of their position; it should also enable 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 should be cross-referenced to the ECT induction requirements and probationary periods for support staff, as appropriate.

The induction process will:

- Provide information and training on the School's policies and procedures.
- Provide Child Protection training and safeguarding children training (including checking understanding)
- 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.
- Explain the School's Code of Conduct to ensure that all employees, volunteers and trustees 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.

The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered.
- An induction timetable/diary of activities.
- Details of help and support available.

- Details of work-shadowing, if appropriate.
- Details of other relevant individuals with responsibility for induction e.g., the designated mentor or supervisor and buddy.

2. Management and Organisation of Induction

Responsibility for Induction

- Sarah Roche, (Assistant Head Teacher), is responsible for the overall management and organisation of induction of new employees, supply teachers, agency staff and volunteers.
- Nicky Binning, (Governance Professional), is responsible for the overall management and organisation of the induction of Trustees.

The person responsible for induction should:

- Make arrangements to ensure that a new employee, volunteer or trustee is welcomed
- Ensure that immediate needs are identified before taking up the position, where possible
- Provide, if appropriate, a tour of the School and information about facilities, answer questions and give practical advice
- Introduce key personnel
- Ensure that a bespoke induction programme is provided, tailored to meet the specific needs of the new employee or trustee

3. The Induction Programme

The person responsible for induction should ensure that an induction programme is provided personally, or by the line manager, mentor, or another person with delegated responsibility.

This will include:

- Safeguarding induction
- A checklist of the policies and procedures to be read and understood
- Details of help and support available
- An induction timetable / diary of activities
- Details of other relevant individuals with responsibility for induction, e.g., the designated mentor or supervisor

Induction programmes should be tailored to specific individuals. Areas which 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.

4. Specific Induction arrangements for:

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by Sarah Roche and Sarah Tapscott (Deputy Headteacher/DSL)

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Behaviour policy
- Whistle-blowing policy
- Relevant information from the staff handbook
- Relevant information on curriculum, schedules, and timetables

Teaching Staff including Teaching Assistants

All new employees should be given appropriate induction advice, training and resources by Sarah Roche, Dave Dempsey (Deputy Headteacher), Sarah Tapscott (Deputy Headteacher/DSL) and their Head of Department*

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Learning and Teaching Policy and Curriculum Policy and documents
- Staff handbook
- School brochure
- Policy documents, including school improvement/development plan
- Schemes of work*
- Assessment advice, recording, reporting, resources and procedures
- Class and setlists
- Information on whole school and year group resources, including ICT
- Timetables
- SEND/PP information

Administrative Staff

All new employees should be given appropriate induction advice, training, and resources by Jane Morton.

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration, etc.

Technicians and Caretaking staff

All new employees should be given appropriate induction advice, training, and resources by Sonja Jones.

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Staff Handbook

The Senior Science Technician and the Site Manager are responsible for delivering specific job-related training such as manual handling, use of ladders, use of chemicals etc.

Cleaning/Kitchen Staff

As cleaning and kitchen staff are not employed by the School, their induction will be provided by their employers. The School will work closely with these commissioned services to assist them in inducting their employees.

The School will provide annual Safeguarding Children, Child Protection and Part 1 of *Keeping Children Safe in Education* induction training to cleaning and kitchen staff.

Volunteers

All new volunteers should be given appropriate induction advice, training, and resources by the member of staff responsible for their volunteering in school.

This should include:

- Safeguarding Children, Child Protection policy and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Staff Handbook if appropriate

Trustees

All new trustees should be given appropriate induction advice, training, and resources by Nicky Binning.

This may include:

- Safeguarding Children, Child Protection policy and Part 1 of *Keeping Children Safe in Education*
- Health and safety procedures
- Fire and emergency procedures
- Trustees' or Members' Code of Conduct
- 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 Trustee
- Governing body policy documents
- Dates and times of whole governing body and committee meetings
- Access to and information about previous governing body minutes
- Information and access to governor training courses

