

# Stonegate Primary School and Little Acorns Pre-School



## Induction Policy 2022

Completed: October 2021  
Revised: September 2022  
To be reviewed: September 2023

## **STAFF INDUCTION POLICY**

This policy should be used in conjunction with:

- The Safeguarding Induction Policy
- The ECT Policy

### **Permanent Staff**

Permanent staff appointed to the school will have had the chance to briefly see the school and talk to current staff at the time of their application and / or interview.

Such staff will therefore have a slight familiarity with the school. Apart from this, measures specifically taken to ease the induction of teachers include:

- Further visits where possible to see their new class and where possible meet their immediate colleague teacher.

Teachers and all Support Staff will be issued with copies of:

- The school prospectus
- Staff Handbook
- Code of Conduct

Teachers will be given information on:

- Schemes of work
- Planning procedures
- Curriculum Maps
- Marking and Assessment expectations
- Class list and tracking information (on-line)

All those joining the working community, including volunteers, will be asked to confirm that they have read, understood and signed the policies in Appendix A (**Health and Safety particularly with regard to Fire Procedures, and Confidentiality**).

Where appropriate it is important that staff read and understand the policies in Appendix B (**Positive Behaviour Policy and Marking Dialogue, Feedback and Assessment policy**

**All new staff undertake a probationary year, where there are discussions at 3, 6 and 10 months. This will be led by the Headteacher.**

We will always aim to provide all new members of staff with a mentor from the SLT or equivalent.

### **Temporary and Supply Staff**

School policy is wherever possible to use supply teachers / cover staff who are familiar with the school, its curriculum, children and routines.

Where supply teachers are taken on who have not worked in the school before, the measures applying to permanent staff will be applied as far as possible given the likely

short notice of such an appointment, and the fact that the term of service is usually short.

Colleagues in neighbouring classes are asked to see to the immediate needs of supply teachers in these circumstances.

**It is the aim of the Stonegate School Community that all newly appointed and temporary members of staff should receive a warm welcome, and they are encouraged to ask for any further information they would find helpful.**

### **Assistance ideas for new staff**

When a new member of staff joins the school the following procedures are followed to induct and support the staff member into their new role:

#### TEACHERS

Will be given:

- ✓ School Handbook
- ✓ Behaviour Plan
- ✓ Shortened version of Health and Safety including Fire Plan
- ✓ Confidentiality Policy
- ✓ School Development Plan
- ✓ Teaching and Learning Policy
- ✓ List and location of other Policies
- ✓ Child Protection concerns recording sheets and access to My Concern
- ✓ Timetables for use of Hall, laptops and small group teaching rooms
- ✓ Information on pupil tracking and assessment procedures
- ✓ Staff telephone numbers
- ✓ Planning Masters
- ✓ Schemes of Work
- ✓ Curriculum Map
- ✓ Recent Newsletters

Will be briefed on:

- Location of resources
- Assembly details
- Staff meetings and briefings
- CPD
- The Performance Management process
- Children who are at risk and who the Child Protection Officer is aware of.
- Fire procedures

We will try and ensure that:

- The first day is an INSET day, wherever possible
- A day is spent in school before starting, including time to meet with outgoing teacher and Teacher Assistant for class
- All staff and Governors are introduced to the new member of staff as soon as is practically possible

In addition, Newly Qualified Teachers will receive:

- ✓ A designated mentor
- ✓ Guaranteed , weekly non-contact time, 10% of timetable
- ✓ Regular liaison meetings
- ✓ Regular classroom observations
- ✓ Support to complete QTS documentation
- ✓ Support and guidance from the Leadership Team
- ✓ An experienced TA to work with
- ✓ No expectation of curriculum co-ordination role, leading assemblies or out of school hours learning commitments.

#### TEACHING ASSISTANTS / PRE-SCHOOL TEAM

Will be given:

- ✓ A contact to ask advice – Senior TA or SLT
- ✓ An opportunity to “job shadow” for an initial fixed period if the TA has never worked in a school before
- ✓ Detail of the weekly liaison meetings
- ✓ Line Management contact – Deputy Head
- ✓ Access to all school policies, procedures, documentation and reference books
- ✓ Liaison time with their class teacher and /or SENCo if an INA
- ✓ Copies of IEPs if relevant
- ✓ Ongoing training opportunities as and when appropriate to their stage of development
- ✓ Supported induction for the first year
- ✓ Child Protection concerns recording sheets, access to My Concern and name of DSL
- ✓ Details of Performance Management process

#### SUPPORT STAFF TEAM

Will be given:

- ✓ A contact to ask advice – SLT
- ✓ An opportunity to “job shadow” for an initial fixed period if the team member has never worked in a school before
- ✓ Line Management contact – SLT
- ✓ Ongoing training opportunities as and when appropriate to their stage of development
- ✓ Supported induction for the first year
- ✓ Child Protection concerns recording sheets, access to My Concern and name of DSL
- ✓ Details of Performance Management process
- ✓ Appropriate / Specific Training

#### MIDDAY SUPERVISORY ASSISTANTS

Will be given:

- ✓ School Handbook
- ✓ A TA contact to ask advice – Senior TA

- ✓ An opportunity to “job shadow” for an initial fixed period if the MSA hasn’t worked in a school before
- ✓ Behaviour Policy
- ✓ Confidentiality Policy
- ✓ Access to all other school policies , procedures and documentation
- ✓ Child Protection concerns recording sheets, access to My Concern and name of DSL

### **Training for new staff on Safeguarding requirements**

All staff will have refresher training led by a member of the ESCC Safeguarding Team on the statutory safeguarding expectations every 3 years (Next Due September 2022).

If this falls into the induction period of a new member of staff then this will act as the training for Safeguarding.

If this is not the case, then initial training will be provided by the DSL or Deputy DSL who will refer to the school policies and discuss Keeping Children Safe in Education and the School Safeguarding Policy.

External or online training will be sought by the DSL or Deputy DSL so that official certification can be attained.

### **Staff Induction Policy**

#### **APPENDIX A**

#### **Appendix 1-Safeguarding Induction Checklist**

<b>Induction Element</b>	<b>Tick on Completion</b>
Arrival: <ul style="list-style-type: none"> <li>• Staff must produce photo ID at reception</li> <li>• Receive ID card or Visitor Badge on Lanyard</li> <li>• Read Safeguarding Leaflet</li> <li>• Introduction to DSL and deputy/ies with an explanation of their role</li> <li>• Tour of school</li> <li>• Brief on use of personal mobiles/devices</li> </ul>	
Health and Safety: <ul style="list-style-type: none"> <li>• Introduction to safeguarding procedures at the school</li> <li>• Fire safety procedures</li> <li>• First Aider information</li> </ul>	
Policies and Procedures: <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy</li> <li>• Pupil Behaviour Policy</li> <li>• Staff Code of Conduct</li> <li>• Whistleblowing Policy</li> <li>• Online Safety Policy</li> </ul>	

<ul style="list-style-type: none"> <li>Attendance Policy, which along with the Safeguarding and Child Protection Policy will make clear the safeguarding response to children who go missing from education</li> <li>Keeping Children Safe in Education 2021</li> </ul>	
<p>Documents to Sign:</p> <ul style="list-style-type: none"> <li>ICT Acceptable Use Agreement</li> <li>Annual Safeguarding Declaration (including documents read and understood)</li> </ul>	
<p>Safeguarding Training:</p> <ul style="list-style-type: none"> <li>Whole School Safeguarding Training</li> <li>Prevent Training</li> <li>FGM Training</li> <li>Record Keeping Training (if required)</li> <li>Other training identified as required for the role (for example, Positive Handling)</li> </ul>	
<p>Other Documents</p> <ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Positive Behaviour Policy</li> <li>Marking and Feedback Policy</li> </ul>	
<p>Induction Review:</p> <ul style="list-style-type: none"> <li>Date to be arranged</li> </ul>	
<ul style="list-style-type: none"> <li><b>DSL giving induction</b> _____</li> <li><b>Staff member receiving induction</b> _____</li> <li><b>Date induction completed</b> _____</li> </ul>	

## **APPENDIX B**

The following are also considered a priority:

- ❖ Marking, feedback, dialogue and assessment policy
- ❖ Positive Behaviour Policy (complete version)

Please

- 1) Ask to see copies of these if you expect to be working at Stonegate for longer than a week.
- 2) Sign below when you have read these and return this sheet to the Headteacher

(Permanent staff will be given access to a full set of all School Policies on arrival.)

..... Signature

..... Name

..... *Date*