

Staff Induction Policy

Written by:	Duncan McCanlis	Date: June 2014
Approved by:	College of Management Council of Trustees	Date: November 2017 Date: November 2017
Date for next review:	November 2019	
Review log:	Reviewed in 2013, 2015 with no changes. Reviewed in November 2017 by ML with changes to procedure and controls to clarify process and ensure efficiency.	

Policy Statement

- All new staff members who are appointed to positions within the school shall receive appropriate induction.
- The school recognises the importance of ensuring that all new staff members begin their work in an informed and supportive environment.
- The process begins on the first contact with the staff member and is ongoing – albeit to a decreasing degree.
- Induction ensures that all staff obtain a good understanding of how the school works, including its principles, values and objectives. It ensures they have the resources, knowledge and skills necessary to perform their role in a safe working environment.
- It is expected that certain aspects of induction will differ, and this will reflect the specific needs and requirements of the individual and his/her role.
- This policy aims to clarify the responsibilities of all parties in ensuring induction is completed effectively so that any new staff member is integrated into the school as effectively as possible.

Principles

The following principles apply:

- To ensure the school complies with its legal obligations and regulatory requirements with particular regard to safeguarding and health and safety legislation.
- To make the new staff member feel at home.
- To introduce the new staff member to their colleagues.
- To make visible and celebrate strengths.
- To help the new staff member orientate themselves in their new working environment.
- To minimise stress to all in the school.
- To allow us to learn and better understand our school by scrutinising it through the eyes of the new staff member.
- It is the school's responsibility to provide a framework for supporting appropriate induction.

Procedure

Before employment begins, the Personnel Manager will ensure that any new member of staff will be provided with:

- A copy of this document

- A copy of the school's staff handbook
- A copy of the school's induction pack
- A copy of the school's induction checklist
- The Health & Safety Induction and Refresher Briefing
- Health & Safety Induction and Annual Confirmation Form

- Teaching staff shall be provided with:
 - Class list
 - Special needs information
 - Pupils' medical information
- All staff shall receive:
 - Policies relevant to their area of work
 - Access to appropriate risk assessments
 - School improvement plan
 - Relevant action plans

- The person on the SLT who holds education is responsible for appointing a Sponsor. The Sponsor is responsible for inducting the new member of staff into all educational matters or matters relevant to their workplace.

- The Sponsor will ensure that the new member of staff has:
 - An induction programme arranged including
 - Health and safety, IT and data protection and that related declarations are completed including
 - Signing-in procedures
 - Fire drill arrangements
 - Emergency procedures
 - First aid arrangements
 - Accident and incident reporting
 - Health & Safety Health Protection Adherence Form
 - Health & Safety Induction and Annual Confirmation
 - Safeguarding and that related declarations are completed including
 - Keeping Children Safe in Education
 - Whistleblowing
 - Staff Code of Conduct
 - Information that will help them understand the structure and working of the school including regular meeting times, the Council of Trustees, the SLT, the College of Management, the educational departments and administration
 - Meet key members of staff
 - Understood their role and responsibilities
 - Access to school emails arranged for them
 - Access to school computer network arranged for them
 - Access to the school's online EduCare training courses arranged for them

Controls

- The Sponsor shall arrange at least one review meeting.

- Such meetings shall aim to ensure that new members of staff have settled into their job and have all the information they require.
- This is a two-way process to inform training and identify any specific issues which the school may need to address.
- The School Education Manager shall be responsible for ensuring that the Sponsor adequately completes all the above tasks.
- All members of staff to receive ongoing and dedicated annual updates organised by Personnel, Health & Safety and Safeguarding. These take place throughout the year as part of the school's ongoing commitment to CPD.

Information/ Advice/ Guidance

- New staff members to consult with their sponsor first.
- For specific support contact:
 - the H&S Officer, Marcus Link, for Health & Safety matters.
 - the DSL, Gaby Wood, for Safeguarding matters.
 - the Personnel Manager, Elizabeth Elsholtz for any other matter.
- www.education.gov.uk - The Department for Education is responsible for education and children's services.
- Guidance for Schools on Cover Supervision, Department for Children, Schools and Families (DCSF)
- Guidance for Schools on Higher Level Teaching Assistant Roles for School Support Staff, Department for Children, Schools and Families (DCSF)
- Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies, Department for Education (DfE)
- School Staff and their Roles Beyond the Classroom, Department for Children, Schools and Families (DCSF)
- School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths, HSE

Compliance

- The Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- The Education (Independent School Standards) Regulations 2014