



Green Oak

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Induction Policy

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Next review: September 2026

Ratified by the Chair of Governors

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Signature:

GREEN OAK ACADEMY INDUCTION POLICY

Introduction

1.1 This policy applies to all employees and also, as appropriate, to volunteer agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme. Governor induction is covered in a separate policy.

1.2 The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee or volunteer 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 and volunteers 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. The Induction programme should be cross-referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate.

1.3 The induction process will:

- Provide information and training on the school's policies and procedures
- Provide Child Protection training and assess its effectiveness
- 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 staff, volunteers and governors 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

1.4 The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered
- 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 or supervisor

1.5 Appendices

Appendix 1 Management and Organisation of Induction

Appendix 2 The Induction Programme

Appendix 3 Induction Checklist

Appendix 1: Management and Organisation of Induction

1. Responsibility for Induction

The Headteacher/Deputy Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, volunteers and agency staff.

2. The person responsible for induction should

- Make arrangements to ensure that a new member of staff or volunteer 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, answering questions and giving practical advice.
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2: The Induction Programme

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection and Health and Safety
- a training timetable
- a checklist of the policies and procedures to be understood
- details of help and support available
- a diary of meetings
- 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.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Headteacher/Deputy Headteacher.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources by the Headteacher/Deputy Headteacher. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School Brochure
- Policy documents, including School Improvement/Development plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables,
- SEN information.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Business Manager. This should include

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

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by the Business Manager. This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the Senior Lunchtime Supervisor This should include

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid

- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Headteacher/Deputy Headteacher. This should include:

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

Appendix 3: General Induction Checklist

(This should be adapted to the requirements of the specific post and postholder)

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Completion	Notes
Day 1		
Meet Induction Co-ordinator Introduction to Senior Colleague/Mentor Tour work area & introduction to work colleagues and work area Location of facilities – toilets etc Hours of work - including details of flexi-time Arrangements for breaks and lunch Acceptable ICT use agreement ICT resources familiarisation Health and Safety aspects relating to individual's work environment		
During First Week Planned meetings with key people Safeguarding procedures Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs Identify development needs and agree means of meeting those needs		
End of First Month Complete all mandatory reading and training in Policies, Procedures & Training Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items End of Three Months Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items. Agree an action plan to deal with any outstanding items		

If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role		
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<p>Policies, Procedures & Training</p> <p>Safeguarding Children and Child Protection This will include Child Protection Policy (Part 1) of Keeping Children Safe in Education and Whistleblowing</p> <p>Behaviour Management</p> <p>Health and Safety. This will include provision of or reference to the location of the school policy and information and training in relation to the employee’s responsibilities</p> <p>Fire and Emergency. This will include: Fire Safety Manual Fire Action and other fire notices Location of fire-fighting equipment Means of raising the alarm including the position of fire alarm points (i.e., break glass units) Fire evacuation procedure and means of escape Fire assembly points Times of fire alarm sounder tests and any other relevant information.</p> <p>First Aid. This will include: Location of first aid provisions Location of notices bearing details of qualified First Aiders Means of obtaining first aid assistance Policy on providing medicine and first aid for pupils</p> <p>FGM Awareness</p> <p>Online Safety</p> <p>Preventing Bullying</p> <p>The Prevent Duty</p> <p>Introduction to other Statutory Policies Complaints Policy Staff Discipline, Conduct and Grievance Policy Staff Handbook</p>		
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