St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Induction Procedures for new staff**
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Description:	Induction procedures for new staff
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Contact:	governors@stjohnandstnicolasschools.org.uk
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Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
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1.3				
1.4				

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St John and St Nicolas Schools Federation
Induction Procedures for new staff

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does.
It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Rationale
In line with its vision, St John and St Nicolas Schools Federation is committed to safeguarding and promoting the welfare of the children in its care. The induction programme is a vital process, and it is of great importance that all adults working within the school are inducted prior to the start date of their contract.

2: Aim
The aim of the induction programme is:

- To make all staff feel welcomed and at ease in the school environment
- To enable new members of staff to meet key members of staff within the school
- To enable new staff to gain an understanding of the vision, ethos and expectations of the school
- To give meaning to the various federation documentation and procedures
- To ensure there is a system of support in place (mentor)
- To familiarise staff with their areas of responsibility
- To familiarise staff with daily routines and timetables
- To share the federation Code of Conduct

3: Role of the Head of School:

- To ensure that a programme for induction is in place and that all relevant staff have received appropriate training and support to carry out any new roles required
- To monitor the process of induction

4: Role of the Mentor

- To support the new member of staff in transition to their new role and position within the federation
- To attend any relevant training prior to undertaking the role
- To provide a positive, friendly welcome
- To be the first point of contact
- To provide regular opportunities for discussion
- To coordinate support and guidance from all agencies

5: Role of the new member of staff

- To build on strengths, skills, understanding and knowledge
- To keep records to support their professional development
- To attend courses relevant to their professional development

6: Equality

In accordance with the vision of our federation and its equality policy, we seek to ensure that all staff are aware of pupils' needs to achieve their best, according to their capabilities and regardless of any disability, their gender, race, culture, ethnicity and/or religious background.

Our federation recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children in its care.

Appendix 1:

Staff Induction Checklist

Timetable of meetings for Induction

Area/Topic	Member of staff and Location	Date	Time
DAY 1			
Welcome Meeting	Executive Headteacher/Head of School		
Health & Safety	School Business Manager		
Safeguarding	Designated Safeguarding Lead		
Meeting with Line Manager/Colleagues			

DAY 2			
Teacher/TA Induction	Head of School		
Policy Reading Time	ICT Suite/Tablets		
DAY 3			
Probation Arrangements	Head of School		
Appraisal Arrangements	Head of School		

Health and Safety Induction

Area/Topic	When to be actioned	Date	Comments
Health and Safety	Day 1		
Fire exits and fire extinguishers			
Fire drill meeting point			
First Aiders/First Aid Box – Book in training date Medical Procedures, i.e. Asthma, Epipen, medicines, intimate care			
Staff room – making drinks			
Health and Safety poster/noticeboards			
Health & Safety Policy			
Explain where necessary and risk assessments required			
Visitor sign in information			
Accident / incident reporting systems -CPOMS			
General Induction	Day 2		
Job Description discussion			
School Staffing Structure			
Staff Meetings			
Briefings			
TA training and meetings			
Inset Days			
Staff Handbook			
Mobile Phones			
Sickness Absence Process			
Essential policies			
TA/Teacher Specific Induction	Day 2		
Classroom Timetable			
Location of resources			
Class Rules			

Sanctions and Rewards			
Pupil Premium information			
SEN information			
How to use the photocopier			
Mounting work and displays			
Playground duties and expectations			
TA CPD			
Trips/swimming responsibilities			
Email access			
Computer access			
Pupil Progress Meetings – Teacher Only			
Report Writing – Teacher only			
Risk Assessments – Teacher only			

Head of School signature upon completion of induction: Date: