



Kindness Empathy Respect Responsibility Honesty Resilience

Induction Policy for Teachers / Administrative staff / Governors

Policy lead:	Headteacher
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Introduction

This policy outlines the programme which will be used at HHELC to induct newly appointed staff and governors.

At HHELC, we encourage the philosophy of a 'whole school approach' to the life and work of the school. All members of the school community are valued and respected as individuals. It is important that new staff are welcomed into our team, helped to establish their role and position within the team and enabled to grow and develop as individuals as well as team members. It is vital that new staff and governors are given every assistance in settling into school quickly and happily and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the whole school works.

Induction is therefore a structured process to guide and support staff and governors new to the school, **or new to a job within school, to become effective in their role as quickly and efficiently as possible.**

Entitlement

- All staff and governors new to the school or job role are entitled to an induction and the degree of support will be tailored to their needs and prior experience.
- Resources will be made available to support induction and this will include agreeing release time (if applicable), with current employers for school visits.
- Where national arrangements and guidelines are available e.g. newly qualified teachers, head teachers and governors, such programmes will be delivered.

The Induction Programme

- Welcoming new people to our school and helping them to settle in.
- Helping people to be as well prepared as possible to fulfil their role.
- Ensuring that all staff know how to raise a concern about staff or pupils (see Child Protection and Safeguarding Policy, Whistleblowing Policy and Keeping Children Safe in Education).
- Ensuring that people are clear about their own roles and responsibilities and their part in our whole school team.
- Ensuring all staff are clear about the school's expectations including use of social media
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work.
- Ensuring that people have the equipment and resources they need to do their job well within the limits of our capability.
- Fostering positive relationships between existing and newly appointed staff and to give meaning to school documentation.

- Giving opportunities for the school to provide feedback to the new person and for them to provide feedback to the school.
- Ensuring there is a system of support in place for all.

Expectations

We expect people to take their induction seriously and participate actively. We also expect them to be proactive and ask for support and guidance as required.

The Induction Programme for newly appointed staff is the initial part of the school's Continuing Development Programme which involves all staff, both teaching and non-teaching.

Teachers will commence their appraisal cycle at the most appropriate time – this will depend upon when they commence work.

NQTs

National requirements are in place to structure the induction of NQTs into the profession. HHELC will enable NQTs to access a training programme which may include courses offered by the LA/NST.

All other staff in school also have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the whole school staff team. They are willing to share experiences and ideas, help in practical ways and offer support.

Financing the Induction Programme

The Head Teacher and Governors recognise that the appointment of new staff will necessitate the inclusion of school funding in the budget in order to finance the induction programme.

Induction Process

Different groups of staff will have different practical needs and their induction will reflect these.

In order to provide an induction checklist for each of the different groups within our school team, staff have been grouped together as shown below:

- Teaching staff
 - Class Teachers
 - Members of the Senior Leadership Team
 - Teaching Assistants
- Office, administration and premises staff
- Governors

A grid has been put together for each group specifying the practical tasks to be followed and also acting as a checklist for the inductee and mentor in reviewing progress. The checklists should be used reasonably and flexibly, making the best use of opportunities even though this may involve 'jumping' some of the steps.

For a person new to the school, the induction period has been broken down into steps to be carried out prior to taking up the post and within the first term.

Teaching Staff

(Headteacher, Assistant Head, Senior Leadership Team Member, Class Teacher, Teaching Assistant)

Name:

Date Appointed:

Prior to taking up post (or within the 1 st week at HHELC)	
Activity	Date Completed/Notes
The school aims and ethos – The HHELC Vision	
Tour of school and meet staff, children and students	
Meet children / students	
Staff welfare facilities – toilets, staff rooms, bag and coat storage	
Location of first aid facilities and a list of first aiders	
School routines-movement around the site / security – check Appendix 1	
Emergency procedures	
HHELC Designated Safeguarding Leads / DPO	
Building security – keys, fobs (you will need to have a fob plus keys for gates, lights and fire alarm – see our admin team)	
Car parking	
Staff communication – emails, briefings and meetings displays	
Collect other documentation (see Appendix 1)	
No smoking policy and no mobile phone policy	
Procedures for reporting and recording Safeguarding concerns	
Procedures for reporting and recording incidents linked to pupil behaviour	
Procedures for reporting and recording accidents (e.g. forms, head bump letter)	
Registers	
Time to plan for first week and meet with team	
Copy of latest OFSTED Report	
Copy of School Improvement Plan	
During the first half term	

<p>Policies: available on the school website</p> <ul style="list-style-type: none"> • Staff Code of Conduct • Keeping Children Safe in Education – All staff MUST read PART 1 • Child Protection and Safeguarding Policy • Behaviour Policy • Whistleblowing Policy • Disciplinary Procedures • Health and Safety Policy • Staff Absence Procedures • Equality Policy • Meet Lead Teachers to discuss Pupil Profiles, EHCPs (Teaching staff only) policy and provision within the school etc 	
<p>The leadership structure including curriculum responsibilities and who to go to in the event of.....</p>	
<p>Meet with Line Manager to discuss curriculum and planning</p>	
<p>Meet with Line Manager to discuss assessment</p>	
<p>Meet with Line Manager to discuss job description/ training and development needs</p>	
<p>Set appraisal targets with named appraiser</p>	
<p>First general classroom observation by HT/ DHT/ Phase Leader with feedback</p>	
<p>Discussion regarding subject team role/purpose</p>	

For the Induction of NQTs, see also National Guidelines.

Induction of Office and Administration Staff

Name:

Date Appointed:

Prior to taking up post (or within 1 st week at HHELC)	
Activity	Date Completed/Notes
The school aims and ethos – The HHELC School Vision	
Tour of school and meet staff	
Staff welfare facilities – toilets, staff rooms, bag and coat storage	
Location of first aid facilities and a list of first aiders	
Spend time with the Office Manager to review school systems - check Appendix 1	
HHELC Designated Safeguarding Leads	
Building security – keys, fobs	
Car parking	
Staff communication – emails, briefings and meetings	
No smoking policy and no mobile phone policy	
During the first half term	
Meet with the Office Manager to discuss job description/ training and development needs	
The leadership structure	
Procedures for reporting and recording Safeguarding concerns	
Meet the Office Manager to set appraisal targets	
Policies: available on the school website <ul style="list-style-type: none"> • Staff Code of Conduct • Keeping Children Safe in Education – All staff MUST read PART 1 • Child Protection and Safeguarding Policy • Behaviour Policy • Whistleblowing Policy • Disciplinary Procedures • Health and Safety Policy • Staff Absence Procedures • Equality Policy 	

Induction of Governors

Name:

Date Appointed:

Prior to taking up post	
Activity	Date Completed/Notes
Tour of school with HT and/or Chair/Vice Chair to meet staff	
Meet Admin staff responsible for Governance correspondence	
Welfare facilities – toilets, staff rooms	
Designated Safeguarding Leads	
Meet with Chair for briefing on operation of Gov Body meetings	
Enlist on Governor induction programme run by LA	
No smoking policy and no mobile phone policy	
Copy of latest OFSTED report	
Copy of School Development Plan	
Attend some school functions	
Sign up to Governor Hub / locate the school website	
During the first half term	
<p>Policies: available from the Headteacher / Governance Admin Assistant and also on the school website</p> <ul style="list-style-type: none"> • Staff Code of Conduct • Keeping Children Safe in Education – All staff MUST read PART 1 • Child Protection and Safeguarding Policy • Safeguarding Guidance Procedures Policy • Whistleblowing Policy • Disciplinary Procedures • Health and Safety Policy • Staff Absence Procedures • Equality Policy 	
Attend LA Governor Induction training	
Review training needs	
Become familiar with school visits procedure and protocols	
Meet with senior leader regarding link role	
Undertake training on specialist roles if appropriate	

Appendix 1

Document/Information checklist

SCHOOL SESSIONS am/pm

Deployment

Ward round

Teaching time

SCHOOL HOLIDAY PATTERN Information relating to holidays can be found in the Office or located on; www.nottinghamcity.gov.uk

TEACHER TRAINING DAYS

COURSES Courses attended are related to current curriculum developments and linked to professional development.

Decisions on whether school budget funds are available for the cost of the course will be dependent on the School Improvement Plan priorities.

STAFF REFRESHMENTS

TELEPHONE CALLS

School telephone number

Email;

STAFF ABSENCE PROCEDURES

REGISTRATION / ATTENDANCE

CARE FOR COMPUTERS. Lap tops to be left on charge as appropriate / All staff MUST log off their computer if they leave the room to protect confidential information.

MOVEMENT AROUND THE SITE

BEHAVIOUR MANAGEMENT Behaviour plans and risk assessments

PROCEDURES FOR ADMITTING VISITORS TO SCHOOL All visitors to the school should enter their name and details in the visitor's book which can be found inside the office. Visitors will include all those people who are spending time in school beyond the Reception area.

MEETING ARRANGEMENTS Whole staff meetings / Briefings

PHOTOCOPYING/PRINTING

COMMUNICATION

DATA PROTECTION

- GDPR policy
- Use of email – safety agreement

SPECIAL NEEDS Procedures to be followed in accordance with the Code of Practice. Introduction to school SEND co-ordinator

RESOURCES All members of staff should get clearance before spending any amount of money on behalf of the school

TEACHING AREAS - EXPECTATIONS / GENERAL

- Return equipment.
- Report any damages.
- Secure equipment.
- Ensure the learning environment is conducive to purposeful learning.
- Encourage students to keep learning spaces tidy.
- Clearly identified storage areas and are all resources labelled so that student can access and return resources / independence is encouraged.
- All floors to be left clear at the end of the day.
- Student should be reminded regularly of expectations, rules and routines.
- Student should **ALWAYS** be supervised by the teacher/support staff when entering and leaving teaching spaces and entering and leaving buildings.
- Hot drinks can only be transported around school sites in lidded cups.

DISPLAY

- Quality displays enhance the classroom environment both as a teaching and learning resource.
- Displays should reflect the different areas of the curriculum.
- Displays should be backed and mounted carefully.
- Displays should carry a clear explanation / objective and pieces of work should be named where appropriate.

AVAILABLE POLICIES

PLANNING THE CURRICULUM

Teachers and TAs will share planning as appropriate

Medium term planning

Short term planning

Planning will be monitored by the Leadership Team as part of ongoing school procedures

HEALTH AND SAFETY / SECURITY

FIRST AID Location of first aid boxes

- medical needs and care plans

NON ACCIDENTAL INJURY If a non - accidental injury is suspected, the member of staff should inform the head immediately, who will deal with the situation.

LINKS WITH OTHER KEY PROFESSIONALS

DOORS AND GATES Access to the Main Building

FIRE DRILL

EVACUATION OF PREMISES

EMERGENCY CLOSURE

OFF SITE EDUCATIONAL VISITS