



Induction Policy



ST CHARLES'
VC ACADEMY

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Produced by:	St Cuthbert's Multi Academy Trust
Date policy reviewed:	September 2023 by S.Woodmansey
Next review Due:	September 2024

Introduction

At St Charles' we aim to incorporate all new members of staff, children, and families into our caring, supportive and friendly school community. This Induction Policy has been written to enable this aim to be fulfilled as effectively as possible.

This policy includes procedures for:

- Teaching staff
- Non-teaching staff (including administration and caretaking)
- Support staff
- Parent helpers

The policy will be implemented in accordance with agreed aims and other relevant policies including:

- Pay policy
- Health and Safety
- Gender pay gap
- Safeguarding and Child Protection

Aims – Staff

Our priority is to aim to achieve high standards, consistently through quality first teaching for all our pupils. We believe staff who are well supported and confident in their roles will help achieve this more successfully.

These induction procedures aim to provide all newly appointed staff and those changing role with a programme of structured support and guidance as appropriate to their role to enable them to:

- Integrate successfully into the school;
- Consolidate their performance
- Gain experience and develop professional expertise
- Fulfil their job description successfully
- Have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced.
- Identify their potential for career development and take advantage of opportunities for CPD
- Have opportunities to join in and contribute to discussions on school policy.

Procedures

Teaching Staff

All new staff should be given appropriate induction advice, training, and resources by the Head of School along with the DSL, Office manager and Phase Leader/SLT as appropriate.

This should include:

- Introduction to school staff, including guided tour
- Curriculum documents/expectations
- Staff Handbook
- Policy Documents such as Behaviour management, Health and Safety, Safeguarding and Child Protection, Feedback and School Development Plan.
- A discussion with DSL around Child Protection and Safeguarding
- Health, Safety and Security information
- Assessment advice, recording, reporting, resources and procedures
- Class Lists including medical information
- Information on whole school and classroom resources, including computing
- Timetables
- SEN information

The Head of School/SLT will ensure new staff are given a guided tour of the school. The Phase Leader will act as a mentor to provide advice and support on a daily basis or new role requirement. New staff should discuss with the Head of School or Phase Leader any additional information training needs and difficulties they may be experiencing, in addition to appraisal procedures.

An informal discussion with a Senior Leader, at the end of the first month and then, half termly during the first year will be held to identify and resolve any concerns.

Early Careers Teachers (ECTs)

Induction for Early Careers teachers will be provided, following guidance from the DfE (Induction for Early career teachers, Statutory guidance 2021) and the Appropriate Body. Induction advice and resources will be provided as for all teaching staff.

An ECT will be allocated a trained ECT mentor who will support them during their induction period.

Each ECT induction should:

- Match particular development needs identified during training;
- Provide appropriate development related to the teacher's strengths
- Identify targets to be achieved
- Provide opportunities for the teacher and ECT induction Mentor/Induction Tutor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Development Plan and targets.

ECTs in their first year receive 10% timetable reduction and in their second year 5% reduction. This time is in addition to the timetable reduction of PPA. They take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Additionally, supportive observation and feedback is provided by senior staff. They will have two formal assessment points alongside regular progress reviews. The Head of school is available to discuss any additional training needed and difficulties that be experienced.

(Please see Trust ECT policy)

Non- Teaching Staff

A member of the SLT, along with the DSL and Office Manager is responsible for the induction of Classroom Support Staff.

Induction should include:

- Introduction to school staff, including a guided tour
- The opportunity to work, shadowing the existing post holder or person undertaking a similar job, where possible.
- Information on the school with access to the Staff Handbook and Policy information
- A copy of the Staff Handbook
- Information concerning the child/children for which they are responsible for (if appropriate)
- Information on resources including SEN resources.
- Information on assessment and record keeping (if relevant)
- A copy of the Marking and Feedback Policy, Behaviour/Relationships Policy, Safeguarding and Child Protection Policies and Health and Safety Policy and Whistleblowing Policy
- A discussion with DSL around Child Protection and Safeguarding
- Health, Safety and Security information
- Introduction to the computer system
- Information on training opportunities
- Introduction to the structure of the curriculum

An information discussion will be held with a member of SLT during the first month and, thereafter on a termly basis for the first year to identify and provide relevant support. Support staff meet, at least, half termly to discuss any concerns and to receive CPD.

Administration Staff

The Office Manager, Head of School and DSL are responsible for the appropriate induction advice and training. All new staff will be supported by their line manager who will give support with daily practice and procedures.

Induction information should include:

- A copy of the Staff Handbook
- Information on the school, introduction to school staff, including guided tour
- Policies, resources and procedure
- A discussion with DSL around Child Protection and Safeguarding
- Health, Safety and Security information
- Training to implement IT programmes and school administrative procedures
- Access to confidential information, where appropriate, on children, staff and resources

An induction and review meeting should be held with one a member of SLT at the end of the first month and then, termly for the first year to identify and provide relevant support.

Cleaning/Caretaking Staff

The Office Manager, in Liaison with Head of School, are responsible for the induction of all cleaning staff.

Induction should include relevant information about the school, as well as:

- A copy of the Staff Handbook
- Information regarding Health, Safety and Security Issues, including a guided tour and introduction to school staff.
- A discussion with DSL around Child Protection and Safeguarding
- Health, Safety and Security information
- Relevant information to help them carry out their job description effectively

Midday Supervisory Assistants

The office manager and DSL advised by the Head of School are responsible for the induction of lunchtime staff. The Senior Midday Supervisor will act as mentor and will provide support with daily practice and training.

Induction should include:

- A copy of the Staff Handbook
- Information on the school, including a guided tour.
- Policies, resources and procedure
- A discussion with DSL around Child Protection and Safeguarding
- Health, Safety and Security information
- Relevant information to help them carry out their job description

New Children

We aim to integrate new children happily and successfully and St Charles'.

The Foundation Stage team are responsible for arranging the induction of Foundation 1 and 2 children into the Foundation Unit in Autumn Term.

Children and Parents joining during the school year:

The DSL in Liaison with Head of School, are responsible for the induction of new children and their parents.

The minimum programme will include:

- Meeting with the Head of School and DSL to discuss the child's needs and provide school information.
- Guided tour around the school with an opportunity to meet the child's class teacher and peers.
- School prospectus
- A copy of the most recent school newsletter and any other relevant information
- If appropriate, an opportunity for the child to spend time in school with the class before joining full time.

The class teacher will be responsible for the day- to-day induction of the child providing:

- A named 'buddy' to support the child in daily routines
- Equipment - A reading book, exercise books, play/lunch arrangements
- Assessments in liaison with SENCO and DSL to identify appropriate learning and emotional needs
- Pastoral support and parental contact

Parent Helpers

The Office Manager alongside the DSL are responsible for the induction of parent helpers.

The minimum programme will include:

- Completion of the DBS process
- Domestic arrangements
- Guided tour around the school, with the opportunity to meet the designated class teacher and class.
- Training in the use of school equipment
- Safeguarding and child protection information
- Health and Safety information
- Discussion with DSL

Safeguarding

The safety and wellbeing of all pupils at St Charles' is of paramount importance. At all stages in any induction process, the safeguarding of children will be given priority. Current Safeguarding requirements will be followed, ensuring that all adults working with children receive thorough training and receive DBS clearance.

“Safeguarding is everybody's responsibility”

Induction resources for new staff:

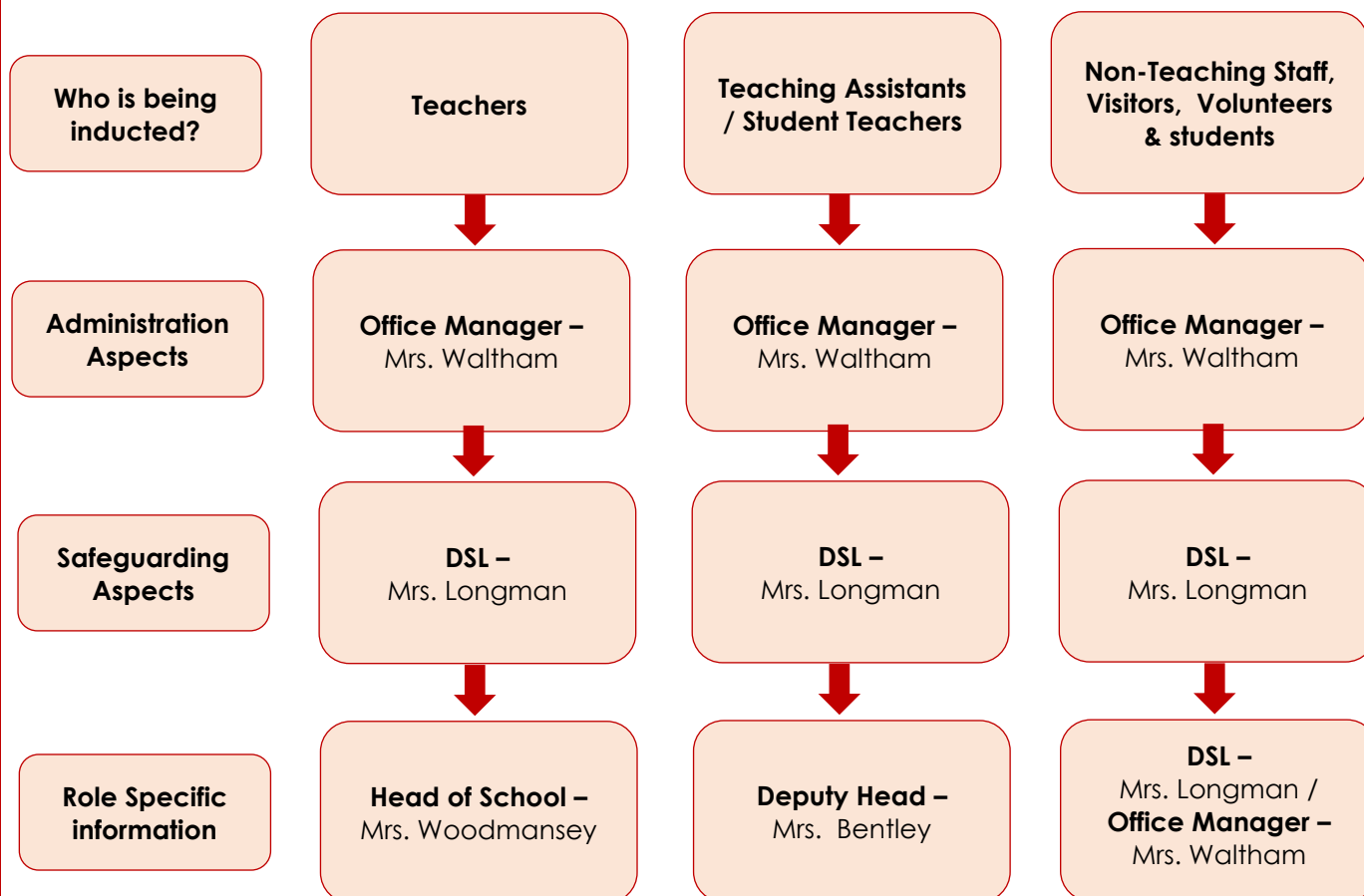
All statutory policies will be available on the school website <https://stchull.org/> and on the staff shared area. All new staff will be given a hard copy or access to of all policies and relevant documentation stated below:

- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Prayer and Liturgy Policy
- Data Protection Policy
- E-Safety Policy
- First Aid Policy
- Health and Safety Policy
- Keeping Children Safe in Education Policy
- Mobile Phone Policy
- Operation Encompass Briefing
- R.E Policy
- SEND policy
- Staff Code of Conduct
- Staff Handbook
- Teachers Standards (if relevant)
- Whistle Blowing Policy
- Class List - Including medical/SEN needs (if appropriate)
- Holiday dates
- School development plan
- Staff/phase meeting dates
- Timetables
- Year group Curriculum overview

Induction Procedures and Protocols

At St Charles' VC Academy, we actively welcome new staff and volunteers to our school.

Staff in charge of Induction:



Help us to keep our school community safe by ensuring that you follow all policies and procedures.

If you have any concerns or questions whilst you are at St Charles', please speak to any of the following staff:

- Mrs S Woodmansey – Head of School
- Mrs A Bentley – Deputy Head of School / Deputy Safeguarding Lead
- Mrs M Longman – Designated Safeguarding Lead
- Your Mentor

Staff Induction Checklist

Name: _____ Start Date: _____

Job Title: _____ Department: _____

Line Manager: _____

Allocated buddy: _____

First Day in School (Not necessarily first day of employment)

Welcome to St Charles' VC Academy	Date	Inductor	Inductee	Comments
ID badge and fob				
Contract				
Job Description				
Whole school tour				
Introductions to key staff				
Staff handbook				
School Aims and Objectives				
Start, finish and lunch times				
Lone working risk assessment				
Staff Code of Conduct				
Attendance procedures				
Grievance and disciplinary				
Policies included in induction pack:				
Safeguarding and Child Protection				
Whistleblowing				
E-Safety				
Health and Safety				
Behaviour Policy				
Teacher Standard - Dec 21 (Teachers only)				
OFSTED framework				

Signed (Employee) _____ Date _____

Line Manager _____ Date _____

Within first week

	Date	Inductor	Inductee	Comments
Probation period (if appropriate)				
Undertaken interim safeguarding training on NOS (if applicable)				
Attendance at staff meetings (if applicable)				
Employee to have signed and read all policies, issued on day of initial induction				
Fire Procedures				
First Aid Procedures				

Signed (Employee)_____ Date_____

Line Manager _____ Date_____

Within first month

	Date	Inductor	Inductee	Comments
Discussion with Head around staff development, performance management and career opportunities.				
Review of induction				
Highlight any training needs required				

Signed (Employee)_____ Date_____

Line Manager _____ Date_____

Within three months

	Date	Inductor	Inductee	Comments
Review induction				
Complete any outstanding items, where necessary				
Complete Level 1 Safeguarding training				

Signed (Employee)_____ Date_____

Line Manager _____ Date_____

Within six months

	Date	Inductor	Inductee	Comments
Probation period review (non-teaching only), if applicable				

Signed (Employee)_____ Date_____

Line Manager _____ Date_____