



Induction Policy

Date: May 2017

Review Date: May 2018

Staff responsible: Executive Principal



Vale of Evesham School

A specialist school for cognition and learning - meeting inclusion in the community

Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales Company number 08414933 whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcs, WR11 1BN Telephone: (01386) 442753
enquiries@advancetrust.org www.advancetrust.org Executive Principal: Liz Hayward

Introduction

This policy includes procedures for:

- Teaching staff (including supply staff)
- Non teaching staff (including administration, caretaking and catering)
- Parents
- Governors
- Parent helpers
- Volunteers
- Students (work experience)

The policy will be implemented in accordance with agreed aims and other relevant policies including Continuing Professional Development (CPD), Performance Management, Health and Safety and Equal Opportunities.

Aims

Our priority is to raise standards and improve the quality of education 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, students on placements and volunteers to enable them to:

- integrate successfully into the school;
- consolidate their performance;
- gain experience and develop professional expertise;
- fulfill their job description successfully;
- identify their potential for career development and take advantage of opportunities for CPD;
- have opportunities to join in and contribute to the school development plan;
- have regular mentoring sessions with designated mentor where required.

Procedures

Supply staff

Supply staff should:

- be welcomed by a senior leader and given a short tour of the school
- complete an induction at level 4 and 5.

Teaching staff

- All new staff will be assigned a mentor. They will have a regular weekly timetabled session for their first year. This session will be additional to their PPA entitlement for both mentor and new staff.
- Complete an induction at level 7.
- New staff will meet with the deputy head for an informal review after 6 weeks in post.

New staff have access to deputy head and other senior leaders as appropriate to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures.

NQTs

Induction for new qualified teachers will be provided, following guidance from the DfE and the LA.

Induction advice and resources will be provided as for all teaching staff.

Each NQTs induction should:

- match particular development needs, identified during training;
- provide appropriate development related to the teacher's strengths;
- identify targets to be achieved for the first year of teaching;
- provide opportunities for the teacher and mentor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Development Plan.

All NQTs will be assigned a mentor. They will have regular weekly timetabled sessions for their first year in post. This session will be additional to their PPA entitlement for both NQT and mentor.

All NQTs take part in the induction training programme arranged by the County.

NQTs teach 90% of the normal teaching day.

NQTs take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Additional supportive observation and feedback is provided by senior staff and mentor. The head and deputy are available to discuss any additional training needs and difficulties that may be experienced.

Non-teaching staff Teaching Assistants

The deputy head is responsible for arranging the induction for teaching assistants. Advice and training is provided by a nominated mentor (grade 3). The deputy head provides additional support and completes induction at Level 6.

All staff will take part in Performance Review procedures.

An informal review will be held with the deputy head within six weeks of being in post.

Residential/Care staff

The Head of Care is responsible for the induction, advice, training and support with daily practice and procedures.

Induction information is listed in Appendix 12

Newly appointed staff will meet with the deputy head within the first week of being in post.

An informal review will be held with the deputy head after being in post for six weeks.

Administrative staff

The Business Manager is responsible for the induction, advice, training and support with daily practice and procedures.

Induction information is listed in Appendix 13

Newly appointed staff will meet with the deputy head within the first week of being in post.

An informal review will be held with the deputy head after being in post for six weeks.

Clerks to governors in schools will be supported by the Trust Clerk and Business Director.

Catering staff

The Catering Manager is responsible for the induction, advice, training and support with daily practice and procedures.

Induction information is listed in Appendix 14

Newly appointed staff will meet with the deputy head within the first week of being in post.

An informal review will be held with the deputy head after being in post for six weeks.

Cleaning and domestic staff

The Cleaner in charge is responsible for the induction, advice, training and support with daily practice and procedures.

Induction information is listed in Appendix 15

Newly appointed staff will meet with the deputy head within the first week of being in post.

An informal review will be held with the deputy head after being in post for six weeks.

Governors

The Chair of Governors is responsible for the induction, advice, training and support with daily practice and procedures.

Newly appointed governors will meet with Headteachers within the first term of being in post.

Mentoring

Mentor	New member of staff or existing staff with new responsibilities
Headteacher	The Deputy Headteacher / Business Manager
Deputy Headteacher	Head of Care / Assistant Headteachers
Assistant Headteachers	All new teaching staff in their department
Head of Care	All new residential staff
Head of Catering	All new kitchen staff
Business Director	ICT Consultant, Assistant Business Manager, Head of Catering, HR & Governance Administrator, Management Accountant, Finance Apprentice, Governance Clerks
Business Manager	Caretaker, Reception & Admin team, Cleaner in charge
Cleaner in charge	All new domestic staff, cleaning staff
Grade 3 teaching assistants	Named new teaching assistants at Grade 1 or 2

Appendix 1

STUDENT INDUCTION AT LEVEL 1

For those on Work Experience x1 week placement or less

- Information for Students on Placement
- Child Protection Leaflet
- Health and Safety information

I have completed a Level 1 Induction with

Print name Signed

Date

Appendix 2

STUDENT INDUCTION AT LEVEL 2

For those on Work Experience / College placement in excess of 1 week

- Information for Students on Placement
- Child Protection Leaflet
- Copy of DBS seen and recorded
- Health and Safety information

Safeworking Practice for Protection of Children and Staff

1. Introduction
2. Duty of Care
3. Power and Positions of trust
4. Confidentiality
5. Infatuations
6. Communication with pupils using technology
7. Physical contact
8. Pupils in distress
9. Showers and changing
10. Behaviour management
11. Sexual contact
12. Photography, videos and other creative arts
13. Whistleblowing



I have completed a Level 2 Induction with

Print name Signed

Date

Appendix 3

VOLUNTEER INDUCTION AT LEVEL 3

- DBS applied for, seen and recorded
- Volunteer Policy / Agreement (signed)
- Child Protection Leaflet
- Dress Code memo
- Fire procedures
- Health and Safety information

Safeworking Practice for Protection of Children & Staff content

1. Introduction
2. Duty of Care
3. Power and Positions of trust
4. Confidentiality
5. Infatuations
6. Communication with pupils using technology
7. Physical contact
8. Pupils in distress
9. Showers and changing
10. Behaviour management
11. Sexual contact
12. Photography, videos and other creative arts
13. Whistleblowing

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I have completed a Level 3 induction with

Print name Signed

Date

Appendix 4

ESCO INDUCTION AT LEVEL 4

- DBS applied for, seen and recorded on single central record
- Child Protection Leaflet
- Dress Code memo
- Fire procedures
- Absentee actions
- Communicating with Pupils
- Organisational Chart
- Training Plan
- Term dates
- Register of Pecuniary Interests
- ICT Agreement
- Completion of online Child Protection Training (WSCB)
- Child Protection Policy - on server
- Behaviour management Policy - on server
- PPI Policy - on server

Safeworking Practice for Protection of Children & Staff content

1. Introduction
2. Duty of Care
3. Power and Positions of trust
4. Confidentiality
5. Infatuations
6. Communication with pupils using technology
7. Physical contact
8. Pupils in distress
9. Showers and changing
10. Behaviour management
11. Sexual contact
12. Photography, videos and other creative arts
13. Whistleblowing

✂-----
I have completed a Level 4 induction with

Print name Signed

Date

Appendix 5

TA SUPPLY STAFF - INDUCTION AT LEVEL 4

Working occasional days

- Level 3 Induction (not needed if previously a volunteer)
- Child Protection Policy
- Absentee's Action
- Communicating with pupils
General guidelines - behaviour
Pastoral support centre
- Code of conduct
- Safety Policy

Safeworking Practice for Protection of Children & Staff content

1. Introduction
2. Duty of Care
3. Power and Positions of trust
4. Confidentiality
5. Infatuations
6. Communication with pupils using technology
7. Physical contact
8. Pupils in distress
9. Showers and changing
10. Behaviour management
11. Sexual contact
12. Photography, videos and other creative arts
13. Whistleblowing

✂-----

I have completed a Level 4 induction with

Print name Signed

Date

Appendix 6

TA SUPPLY STAFF - INDUCTION AT LEVEL 5

Working regular days

- Level 4 Induction
- Organisational chart
- School training plan - staff room
- Term dates / holidays
- Behaviour management policy
- PPI policy
- Safety policy
- School nurse / Medications / Sickness & diarrhoea
- Home / School diaries
- Internet and Email agreement
- Register of pecuniary interests
- Staff file to be created (Deputy Head's room)

Safeworking Practice for Protection of Children & Staff content

1. Introduction
2. Duty of Care
3. Power and Positions of trust
4. Confidentiality
5. Infatuations
6. Communication with pupils using technology
7. Physical contact
8. Pupils in distress
9. Showers and changing
10. Behaviour management
11. Sexual contact
12. Photography, videos and other creative arts
13. Whistleblowing

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I have completed a Level 5 induction with

Print name Signed

Date

Appendix 7

Student Teacher INDUCTION AT LEVEL 5

- DBS seen and recorded
- Child Protection Leaflet/Cause for Concern Sheet
- Dress Code memo
- Fire procedures
- Absentee actions
- Communicating with Pupils
- Code of Conduct
- Organisational Chart
- Training Plan
- ICT Agreement
- Home/School Diaries
- Health and Safety (precise)
- Behaviour management Policy

Safeworking Practice for Protection of Children & Staff content

1. Introduction
2. Duty of Care
3. Power and Positions of trust
4. Confidentiality
5. Infatuations
6. Communication with pupils using technology
7. Physical contact
8. Pupils in distress
9. Showers and changing
10. Behaviour management
11. Sexual contact
12. Photography, videos and other creative arts
13. Whistleblowing

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I have completed a Level 5 induction with

Print name Signed

Date

TAs appointed to a new temporary / permanent position - INDUCTION AT LEVEL 6

- Level 4 Induction
- Level 5 Induction
- Safeworking Practice for Protection of Children & Staff (completed version)
- Professional Development & Training and current training plan
- Weekly bulletin
- School's policies and guidelines
- New staff guide to the server
- Checklist for mentoring new classroom staff
- Mentoring log

- Copy given to Departmental Assistant Head
- Copy to Admin - for recording

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I have completed a Level 6 induction with

Print name Signed

Date

Teaching staff (temporary and permanent contracts)

INDUCTION AT LEVEL 7

- Induction booklet - Teachers
- Key policies - (induction booklet)
- Checklist for mentors (over 3 terms)
- Safeworking Practice for Protection of Children & Staff

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I have completed a Level 7 induction with

Print name Signed

Date

Non Class Based Staff Induction

All newly appointed staff will meet with the Deputy Head/or designated person within the first week of being in post.

The following will be discussed:

- Child Protection and Safeguarding
- Whistleblowing Policy
- Fire Procedures
- Staffing Structure
- Health and Safety Policy (sections relevant to post)

After six weeks in post, a review meeting with the Deputy Head will be held to:

- Receive feedback on how you have settled in
- Ensure you have the support you need to do your job well

I have completed an induction with

Print name Signed

Date

Appendix 11

Checklist for Mentoring New Classroom Staff

- 1. Staff - Official documentation - go through and discuss**
 - Induction documents
 - School website / school brochure
 - Safeworking Practice for the Protection of Children & Staff
 - Pro formas & policies - on the server
 - SOW - planning on server
 - Job description

- 2. Pupil set up**
 - Main file (administrator to set up)
 - Curriculum folders
 - APPs / CASPA

- 3. Class file (blue) - what should be in it**
 - Timetable / Pupil profile
 - General
 - Procedures for off-site visits (EVC)

- 4. Links with parents**
 - Diary, especially writing - guidelines in induction pack
 - Two parents evenings per year
 - Telephone log
 - Parent Mail

- 5. Playtime & lunch**
 - Role and duties

- 6. Day to day running of the Class**

- 7. Role of the Class teacher with regard to TA's hours of work/responsibilities**

- 8. Line of Referral (Senior TA/CT/HOD/Asst Heads/Deputy Head/Head, etc)**

To be signed when induction has been completed.

Mentor Mentee Date

Appendix 12

Induction Checklist for Residential Staff

Name: _____ Date: _____

Staff - Official documentation each Care Officer should be aware of and where it will be located to read - available for viewing in Head of Care's office and on the server (staffdata)

Residential Provision - including Principles of Boarding, Policies and Guidance

Policies

Positive Physical Intervention	
Assessment, Recording & Reporting	
Behaviour Management	
Care of Pupils	
Child Protection	
Continuous Professional Development	
Equal Opportunities	
Fire Procedure	
Guidelines for Use of Sensory Room	
Home & School	
Manual Handling	
Multi-Cultural	
Off-Site Visits	
Policy Statement for the Education of Pupils with Autism	
Promoting the School	
PSHE	
Safety	
Sex & Relation Education	

Rota – timetable, job description and sleeping-in duties

Staff meetings	
Residential meetings	
Residential Rotas	
Dormitory duties, morning procedures, evening procedures	
Activities (planning) evening	

Guidance

Code of Conduct / Care Practice	
Booklet re Allegations Against Staff of Child Abuse	
Keyworking	

Child Profile	<input type="checkbox"/>
Care Plan	<input type="checkbox"/>
Information for Parents of Boarding Pupils	<input type="checkbox"/>
Young Persons Guide to the Residential Schools Standards	<input type="checkbox"/>
Staff Guide to the Residential School Standards	<input type="checkbox"/>
Guidance for Safe Working Practice for the Protection of Children & Staff in an Education Setting	<input type="checkbox"/>

Medical Room

Medications	<input type="checkbox"/>
First Aid	<input type="checkbox"/>
Lunchtime Duties	<input type="checkbox"/>
Keyworking - Daily Log / Incident Forms	<input type="checkbox"/>
Liaising with Day Staff	<input type="checkbox"/>
Fire Regulations & Procedure	<input type="checkbox"/>
Mini-bus - use of	<input type="checkbox"/>
Pocket Money	<input type="checkbox"/>
School Diary Links / Parents	<input type="checkbox"/>
Accident Book	<input type="checkbox"/>
Training - PD days & time	<input type="checkbox"/>

Residential - As in the Inspectors Report - A Checklist for Mentoring New Care Staff

Boarding Aims & Objectives	<input type="checkbox"/>
The Principles of Child Care	<input type="checkbox"/>
Child Protection Procedure, Responsibilities & Awareness	<input type="checkbox"/>
Principle & Practice of Behaviour Management, including permissible and Prohibited Forms of (Punishment) Strategies	<input type="checkbox"/>
Appropriate method of physical restraint	<input type="checkbox"/>
The meaning and effects of learning disabilities and the principles of the practices for caring for children with learning disabilities including those for children with autism	<input type="checkbox"/>

No staff member will be expected to restrain a child physically until they have received appropriate training and written guidance regarding the principles and techniques practised.

I have received and understood all of the training and documentation / policies given

Signed Mentor: _____ Date: _____

Signed Mentee: _____ Date: _____

Appendix 13

Induction Checklist for Administration Staff

Name: _____ Date: _____

1. Staff - Official documentation Please go through and discuss

School Vision / School Development Plan / Brochure	
School Policy documents (safety/Safeguarding (child protection)/fire procedures/finance/email/internet acceptable use etc	
School Structure	
Map & Tour of the school	
Booklet re Allegations of Child Abuse against staff (check County issued)	
Administrative Calendar/Governance Planner	
Website/Server Admin and Curriculum	

2. Duties and Responsibilities

Job Description	
Hours of Work	
Absence procedure, who to phone/timekeeping etc	
Lunch arrangements	
First Aid	
Use of office equipment (copier/laminator/binder etc)	
Explain filing system	
Ordering procedures, e.g. stationery	

3. Line of referral (Business Manager/Deputy Headteacher/Headteacher etc)

4. Training opportunities (PD days etc)

5. Meetings - staff (Monday) - departmental (Thursday) these may change

6. Newsletters

I have received and understood all of the training and documentation/policies given

Signed mentor: _____ Date: _____

Signed mentee: _____ Date: _____

Appendix 14

Induction Checklist for Clerk to Governors

Name: _____ Date: _____

1. Staff - Official documentation Please go through and discuss

School Vision / School Development Plan / Brochure	
School Policy documents (H&S/Safeguarding (child protection)/fire procedures/email/internet acceptable use etc	
School Structure /Map & Tour of the school	
Governors Services support information	
Trust Governor website login and user training	
DfE Secure Access login for Edubase updating	
Booklet re Allegations of Child Abuse against staff (check County issued)	
Administrative Calendar/Governance Planner	
Website/Server Admin and office 365 access	

2. Duties and Responsibilities

Job Description	
Hours of Work	
Absence procedure, who to phone/timekeeping etc	
Meeting arrangements	
First Aid	
Use of office equipment (copier/laminator/binder etc)	
Explain filing system	
Ordering procedures, e.g. stationery	

3. Line of referral (Headteacher/Chair of Governors/Assistant Business Manager)

4. Training opportunities (PD days etc)

5. Meetings dates

I have received and understood all of the training and documentation/policies provided:

Signed mentor: _____ Date: _____

Signed mentee: _____ Date: _____

Appendix 15

Induction Checklist for Catering Staff

Name: _____ **Date:** _____

School vision	
School brochure	
School Development Plan	
Lockers	
Uniform	
Job description	
Introduction to Basic Hygiene and Expectations	
Hygiene certificate check	
Introduction to all kitchen personnel and other staff where appropriate	
List of basic work rota	
How to use equipment and chemicals	
COSHH	
Fire procedure	
First Aid	
Absence procedure, who to phone/timekeeping etc	
Tour of the School	
Introduce to children at the end of lunch	

I have received and understood all of the training and documentation/policies given

Signed mentor: _____ Date: _____

Signed mentee: _____ Date: _____

Appendix 16

Induction Checklist for Site, Cleaning and Domestic Staff

Name: _____ Date: _____

Prior to commencement

Set up personal file	<input type="checkbox"/>
Plan induction date and time	<input type="checkbox"/>

Ensure availability of:

Job description	<input type="checkbox"/>
Hours of work	<input type="checkbox"/>
School brochure	<input type="checkbox"/>
Work schedules	<input type="checkbox"/>

Day 1 - Induction to working environment

Tour of work area - to include specialist areas	<input type="checkbox"/>
Facilities on site	<input type="checkbox"/>
Introduction to colleagues	<input type="checkbox"/>

Equipment

Function/demonstration	<input type="checkbox"/>
Storage	<input type="checkbox"/>
Stock requisition	<input type="checkbox"/>
Protective clothing	<input type="checkbox"/>

Communications

Team briefing	<input type="checkbox"/>
Notice boards	<input type="checkbox"/>
Annual staff meetings	<input type="checkbox"/>
Induction programme for new staff	<input type="checkbox"/>

Employment features

Job description	<input type="checkbox"/>
Hours of work	<input type="checkbox"/>
Work pattern/timing	<input type="checkbox"/>
Procedure for seeking authorisation of leave - annual, special, other.	<input type="checkbox"/>
Other absence from work	<input type="checkbox"/>
Sickness reporting procedure, including medical/dental appointments	<input type="checkbox"/>
Staff consultation procedures	<input type="checkbox"/>
Grievance	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>

Employment features continued...

Smoking	
Appraisals	
Ongoing training	

Risk management

Health and safety	
Policy and responsibilities	
Accident and reporting	
Hazard reporting	
Risk assessment	
Manual handling	
Waste disposal	
Location of fire alarms, fire extinguishers and assembly points	
First aid arrangements, location of first aid box, list of first aiders	

Security

Buildings	
Personal belongings	
Staff car park	

School functions and issues

Structure and organisation	
Aims and objectives	
School development plan	
School brochure	
Academic year timetable	

I have received and understood all of the training and documentation/policies given

Signed mentor: _____ Date: _____

Signed mentee: _____ Date: _____

Appendix 17

Induction Checklist for use in the induction of new Governors

Name: _____ **Date:** _____

On appointment, new Governors will receive from Governor Services, the following:

An appointment letter	
Worcestershire Welcome Pack for New School Governors	
Governor training programme (published annually)	
Latest Governor's newsletter (published termly)	

New Governors will receive, from the Clerk to Governors the following:

School brochure	
Plan of the school, including location of where the Governing Body meetings take place	
Names of Governors, indicating their categories	
A list of committees with membership and terms of reference	
The Governing Body's agreed procedures	
A list of all staff indicating job titles, responsibilities	
Basic school data – including current number on roll	
List of school closures	
List of diary dates	
The last Headteacher's Report to Governors	
OFSTED report, together with Action plan	
Instrument of Government	
A copy of "Basics for School Governors"	
Login details for Trust Governor website and guidance to complete skills audit (self assessment)	

I have received and understood all of the training and documentation/policies given

Signed mentor: _____ Date: _____

Signed mentee: _____ Date: _____

Appendix 18

Induction Checklist for use for the induction of new Trust Directors / Members

Name: _____ **Date:** _____

On appointment, new Directors & Members will:

Complete a <i>Consent to Act</i> form to enable updates at Companies House	
Receive login details for Trust Governor database	
Complete the Trust Governor skills audit (self-assessment)	
Access Better Governor information site via Babcock	

Information provided by Clerk to Trust Board:

EFA Academies Financial Handbook latest edition	
DfE Governance Handbook	
Terms of Reference	
A list of committees with membership and terms of reference	
Trustees Report & Financial Statements	
Business Plan	
Business Implementation Strategy	
MAT Structure	
Last two Executive Principal Reports (accessed via Trust Governor also)	
Latest Company Secretary Report	
OFSTED reports for all schools	
Calendar of meeting dates and events	
Link contact to act as mentor	

I have received and understood all of the information and documentation provided

Signed (new appointee): _____ Date: _____

Signed mentor: _____ Date: _____