



Staff Induction Policy

POLICY TYPE	NON-STATUTORY
OWNER	P&S
APPROVING COMMITTEE	P&S
REVIEW EVERY	3 Years
APPROVED BY	
POSITION	
DATE	11 th January 2018

VISION STATEMENT

A school where:

- *The uniqueness of individuals is respected and valued.*
- *The staff provide a safe and nurturing environment which supports children to approach their learning with an enquiring mind, courage and perseverance.*
- *Children's continually evolving needs are identified and they are equipped with the skills and motivation to succeed.*
- *All achievements are recognised and children learn to value their own successes.*

All within the loving support of our Lord Jesus Christ

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

INDUCTION POLICY

At St. Christopher's we aim to incorporate all new members of staff into a happy and hardworking team.

The objective of our induction policy is to support new member of staff and help them to:

- Understand the importance and centrality of the school's core values and vision.
- Settle into their environment.
- Develop the skills and knowledge necessary to do their job.
- Understand how their job relates to the rest of the school community.
- Understand the ethos of the school and the standards expected of them.
- Become motivated and effective employees of the school as quickly as possible.

In order to achieve our aims, we will offer:

- A member of staff who will act as a mentor and familiarise the individual regarding general school issues and procedures.
- An initial interview at which the Headteacher, mentor, if appropriate, and new member of staff meet to discuss the school prospectus, induction timetable and to answer any initial questions ie. a general introduction to the school.
- A suitable workload, as specified in the job description.
- Observations of their role, with written and verbal feedback, to support professional development and performance management.
- A timetable of training throughout the year to develop key skills.
- Regular meetings with their named line manager/mentor, in order to discuss issues.

In reciprocation, we expect that new members of staff will:

- Help maintain the school ethos in both professional and pastoral situations.
- Play an active part in the daily life of the school and fulfil appropriate responsibilities.
- Complete the stated requirements of the role in line with the job description.
- Act upon the constructive comments of those who observe and advise about teaching and learning issues.

- Take the initiative in seeking help and advice from their line-manager in any personal or professional matters causing concern.
- Reflect upon own practice and evaluate strengths and development needs, taking appropriate action to help develop effectively.
- Additional elements for Newly Qualified Teachers.

At St. Christopher's we aim to offer all NQTs the opportunity to:

- Gain experience of working with children in the classroom and in the wider school environment.
- Gain experience of the school as a working organisation.
- Observe experienced teachers at work both within the school and in other areas of primary education.
- Gain experience in working across a variety of situation, and of teaching individuals, groups and classes.
- Develop skills and understanding in classroom management, and control to establish a sound learning environment.
- Demonstrate the ability to work professionally with teachers, children and all other members of the school community.
- Gain experience in planning, execution and the evaluation of lessons.
- Develop sound and competent teaching strategies.
- In order to implement this, we offer:
 - A year long period of induction (as per statutory requirement).
 - Provision of the agreed non-contact time (10%) in order to continue professional development.
 - A suitable workload with no Leader in Learning responsibilities.
 - Formal lesson observations, carried out by the induction tutor/mentor, every short term and by the Headteacher (or a member of the Leadership Team) every long term.
 - Written and verbal feedback on any observations as quickly as possible.
 - Regular meetings with the induction tutor to discuss the progress of targets and set new ones.
 - Regular meetings with the induction tutor to discuss planning, assessment and general issues, at least once a fortnight.
 - A timetable of training and observations for professional development.
 - A termly meeting with the Headteacher and the induction tutor to review progress.

INDUCTION TIMETABLE for TEACHING STAFF	
Within the first 2 weeks at St. Christopher's – Initial Interview with Headteacher and Mentor, if appropriate, to discuss the induction process.	Date Completed
Followed by further meetings to discuss the items below within the first 4 weeks at St. Christopher's.	
1. A Tour around the School – to look at resources etc.	
2. Safeguarding Policy and associated declarations	
3. Curriculum Map and Planning.	
4. Teaching and Learning Policy.	
5. Homework Policy	
6. Assessment and Marking Policy	
7. Behaviour, discipline and anti-bullying Policy	
8. School Policies – including the School's Website.	
9. School Development Plan.	
10. Meet the Literacy Leader in Learning to discuss planning.	
11. Meet the Numeracy Leader in Learning to discuss planning.	

12. Meet the Science Leader in Learning to discuss planning.	
13. Meet with SENCO.	
14. Complete attached Staff Induction Health & Safety Checklist.	
15. Meet the Chair of Governors	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc	

INDUCTION TIMETABLE for TEACHING ASSISTANTS	
	Date Completed
One day to shadow another Teaching Assistant / Mentor.	
Initial Interview – routines etc	
1. A Tour around the School – to look at resources etc.	
2. Safeguarding Policy and associated declarations	
3. Teaching & Learning Policy	
4. Behaviour, discipline and anti-bullying Policy	
5. School Policies – including the School's Website.	
6. School Development Plan	
7. Meet with SENCO.	
8. Meet the Chair of Governors	
9. Complete attached Staff Induction Health & Safety Checklist.	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc	

INDUCTION TIMETABLE for SUPPORT STAFF	
	Date Completed
Initial Interview – routines etc	
1. A Tour around the School.	
2. Safeguarding Policy and associated declarations	
3. Behaviour, discipline and anti-bullying Policy	
4. School Policies – including the School's Website.	
5. School Development Plan	
6. Complete attached Staff Induction Health & Safety Checklist.	
7. Meet the Chair of Governors	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc	

St Christopher's CE Primary School

Staff Induction - Health and Safety Checklist

Name of Employee:

Date:

Name of person(s) carrying out training:

Topic	Information given	✓ or initial	Notes
Briefing Statement	Health and safety policy		Policy kept in Statutory Policy folder in Headteacher's office
Key Personnel	<ul style="list-style-type: none"> • Head of Establishment - Shaw Goodwin • Health & Safety Champion - Shaw Goodwin • Leadership Team - Shaw Goodwin (H/T) and ALL staff • Wendy Brown (Senior Teacher) • First Aider (s) - All permanent staff other than Sarah Jones • Paediatric First Aiders - Joanne Brownjohn, Wendy Brown, Pamela Watt, Laura Kinchin, Debbie Wiles 		
<u>Dealing with Emergencies</u> Fire	<ul style="list-style-type: none"> • Fire evacuation plan prominently around the school 		Site Plan and fire safety information folder in School Office. Health and safety checklist in school office. Completed by Janet Hobbs

First Aid	<ul style="list-style-type: none"> • All staff First Aid (other than Sarah J.) trained • 5 staff Paediatric first aid trained • First Aid box in school office with record sheets • Sarah Lenaerts responsible for checking and restocking the boxes. 		First Aid Policy in Statutory Polices folder in Headteacher's office
Supporting Pupils with Medical Needs	<ul style="list-style-type: none"> • Medical Conditions Policy • Administering medicine in school policy • Personal care plans implemented jointly with medical professionals as necessary. 		Policy in Governing Body Policies folder in Headteacher's office and on the school website
Accident / Incident Reporting inc Physical and Verbal Abuse	<ul style="list-style-type: none"> • Accident reporting on Smartlog System • PVA for Physical / Verbal Abuse of Employees 		Forms available from the school office
Hazard / Defect / Concerns Reporting	<ul style="list-style-type: none"> • Reporting on Smartlog System 		
Asbestos Safety	<ul style="list-style-type: none"> • Asbestos Management Folder in school office • Report any concerns to Janet Hobbs/Shaw Goodwin/Sarah Jones 		No known asbestos on site.
Bomb Threat	<ul style="list-style-type: none"> • Follow Emergency Evacuation Procedure - flow chart in emergency contacts folder 		Staff briefing annually Policy in Statutory policy folder in headteacher's office
Health & Safety Guidance and Advice - Policies and Procedures	<ul style="list-style-type: none"> • All H&S policies in statutory policy folder in Headteacher's office and on school website. 		OCC H&S team - 01865 816464 And on intranet
Risk Assessment	<ul style="list-style-type: none"> • Risk Assessment Folder in School Office 		Annual briefing by EVC
Behaviour Management Policy	<ul style="list-style-type: none"> • Key Personnel: Wendy Brown - SENCO 		Statutory Policy folder in Headteacher's office
Appraisal/Performance Management	<ul style="list-style-type: none"> • Teachers - Shaw Goodwin • TAs - Wendy Brown • Lunchtime supervisors - Joanne Brownjohn • Office staff- Shaw Goodwin 		Should include H&S issues

Health & Safety Training	<ul style="list-style-type: none"> • Training Needs Analysis annually 		
Welfare Facilities	<ul style="list-style-type: none"> • Two staff toilets including one disabled toilet. • Rainbow Room available for breastfeeding mothers. 		Walk around for new staff
Stress Policy	<ul style="list-style-type: none"> • Referenced in all Job Descriptions 		In Statutory Policies folder in Headteacher's office
Dignity at Work Policy			
Occupational therapy	<ul style="list-style-type: none"> • Through Staff Insurance 		
Site Security / Visitors on site	<ul style="list-style-type: none"> • All staff wear picture ID • One point of entry to site • All visitors to sign in and wear visitor IDs 		Ensure all visitors signed in Children briefed regularly not to admit people into the site through main door
Off-site Visits	<ul style="list-style-type: none"> • Educational Visits Co-ordinator - Shaw Goodwin 		
Contractors on site	<ul style="list-style-type: none"> • Notice in signing in book • Site notice displayed in school office 		
Chemical Safety	<ul style="list-style-type: none"> • Relevant COSHH assessments in place through Janet Hobbs (Cleaner in charge) 		
Electrical Safety	<ul style="list-style-type: none"> • PAT testing annually 		
Working at Height	<ul style="list-style-type: none"> • Risk assessments completed 		Risk Assessment Folder in School Office
Personal Safety/Lone Working			
Manual Handling			
Display Screen Equipment	<ul style="list-style-type: none"> • Relevant staff informed and risk assessment completed 		

Child Protection/ Safeguarding Briefing	<ul style="list-style-type: none"> • Child Protection/Safeguarding policies • Keeping Children Safe in Education 2016 • Prevent Training • Code of Conduct Declaration • E-Safety Declaration • PREVENT Training • Disqualification by association Declaration • Site safety <ul style="list-style-type: none"> ✓ Gate locked by school staff 9am-3.10pm ✓ One point of entry for all visitors via main reception door ✓ Children must not open the door to anyone - even if known to them ✓ All visitors must sign in and out • Training <ul style="list-style-type: none"> ✓ All staff are trained in basic Child Protection/Safeguarding every 3 years ✓ At least annual update on changes to current thinking, 		In Statutory Polices folder in headteacher's office
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Additional Notes:

Health and Safety is a standing item on all staff meeting agendas however please raise any concerns immediately.

Signed [Employee]

Date

Signed by inductor [on behalf of the Head of Establishment/setting]

Date

St Christopher's CE Primary School

Staff Induction - Education Checklist

Name of Employee:

Date:

Name of person(s) carrying out training:

Topic	Information given	✓ or initial	Notes
Vision & Values Statement	Core purpose. <ul style="list-style-type: none"> • Safety • Look after the emotional and social needs of the children. • Academic achievement 		
School Evaluation & Development	SEF SDP		
Monitoring Timetable and Process	Monitoring Timetable <ul style="list-style-type: none"> • Observations • Work trawls • Planning Trawls • Learning Walks Triangulation days		
Appraisals	Blank Appraisal document and policy. <ul style="list-style-type: none"> • Progress • School development • Personal development Anonymous appraisal document		

CPD	Proactive		
Marking & Assessment Policy	Policy Marking trawl feedback. Assessment deadlines Report Cards		
Planning	Medium Term Plan Weekly Plans		
Behaviour	Policy Escalation stages Behaviour Logs Bullying		
Structure	Distributed Leadership - Everyone is a leader! <u>Senior Teacher</u> Wendy Brown <u>Curriculum Leader</u> Wendy Brown <u>Leaders in Learning</u> Maths - Garth Lenton Literacy - Rachael Long Science - Maria Penn Computing - Shaw Goodwin RE - Shaw Goodwin PSHE - Shaw Goodwin Art - Maria Penn D&T - Maria Penn History - Row Martin Geography - Row Martin		Explain school's pattern of meetings

	Music - Shaw Goodwin MFL - Rachael Long PE - Joanne Brownjohn		
SEN	SENCO - Wendy Brown SEN Policy Pupil Profiles		

Additional Notes:

Safeguarding is a standing item on all staff meeting agendas however please raise any concerns immediately.

Signed [Employee]

Date

Signed by inductor [on behalf of the Head of Establishment/setting]

Date