



Introduction

The Community Inclusive Trust is committed to safeguarding and promoting the welfare of the children in its care. Our main purpose is learning, for both staff and pupils. Through the continuous learning of our staff and governors the school improves and develops, bringing ever greater benefits for our pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff, governors, work experience students and volunteers new to the school. Induction is a process which starts before a person joins the School and continues through the first year at the School and beyond. Induction is a process which aims to increase the effectiveness of all staff and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the School and by supporting highly effective performance. This policy applies to all staff, work experience students and volunteers. It thus enables them to contribute to the school's vision and goals and to fulfil its guiding principles. The induction process will ensure mutual benefit for the individual and the school.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

The aims of this policy:

Our priority is to raise standards and improve the quality of education for all our pupils in a safe and welcoming environment. We believe staff who are well supported and confident in their roles will help achieve this more successfully. The Induction Policy and the Induction Procedures aim to provide all newly appointed staff, and those changing role, with a programme of structured support and guidance appropriate to their role to enable them to:

- integrate successfully into the school or new role;
- 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; and
- build solid and co-operative working relationships with staff across all departments within the School.

Procedures

New Staff

All new staff will be provided with a Staff Induction Programme which will be forwarded to the relevant Safeguarding Officer and Senior Administrator prior to the start date and will include information on safeguarding, child protection, health and safety, e-safety, the staff handbook, key staff roles and responsibilities and first aid. A date will also be arranged for the face to face induction which is completed before staff begin their new role, and is conducted by a member of the safeguarding team and a senior member of staff.

Work Experience Students, Supply Staff and Volunteers

Work experience students, supply staff and volunteers should be welcomed by a member of the Reception or Administration team and be issued with the appropriate visitor badge. A face to face induction will be carried out, with a member of the safeguarding team and a senior member of staff before work experience students, supply staff or volunteers begin their role within the school.

Teaching Staff

All new staff should be given appropriate induction advice, training and resources. This should include:

- Staff Handbook – where to find it



- Access to Policy documents – where to find them
- Assessment advice, recording, reporting, resources and procedures, Behaviourwatch
- Safeguarding documentation
- Fire safety
- Timetables (including PPA arrangements)
- Roles and responsibilities of all staff
- Tour of School

A Senior Member of Staff will ensure new staff are given a guided tour of the School, identifying locations of resources, procedures, staff and other relevant information.

All new teaching staff will be allocated a mentor to provide advice and support on a daily basis.

New staff will have access to a designated person to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures.

Internally Promoted Teaching Staff

All newly internally promoted teaching staff will have a designated number of meetings with their Line Manager within the first year, in line with the coaching scheme – although further meetings can be arranged if needed.

The first of these meetings should take place within the first term of starting the new post.

These are **NOT** line management meetings and do not replace these. They should be seen as more informal coaching meetings.

Suggested areas for discussion in the meeting might be:

- Expectations in the new role;



- QA process;
- Managing the report writing process within the department;
- Budgets – how to complete budget request etc;
- Data analysis

These are only suggestions and not an exhaustive or definitive list. Meetings will need to be guided by the needs of the individual.

Newly Qualified Teachers (NQTs)

Induction for newly qualified teachers will be provided, following guidance from the DfE.

The School will provide a programme of support, monitoring and assessment. The timetable for this programme will be provided at a whole School level and at an individual NQT level.

Each Newly Qualified Teacher will be provided with an Induction Tutor who will either be a named senior, or experienced and competent member of staff.

The Induction Tutor will be responsible for the day to day management of the induction of Newly Qualified Teachers.

NQT's 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 line manager to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Strategic Plan and targets

All NQTs take part in an induction-training programme arranged by the lead coach. This programme may include: opportunities to visit Schools to observe



good practice; a planned programme of training for curriculum, classroom management and personal development; regular discussions with experienced teachers involved in the programme.

NQTs are allocated a mentor for day-to-day advice and support. 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. The lead coach is available to discuss any additional training needs and difficulties that may be experienced. They are not expected to take lead responsibility for a curriculum area in their first year.

Teaching Assistants

New Teaching Assistants will have a Line Manager who will discuss their job description with them. A full face to face induction will be carried out with a member of the safeguarding team and senior member of staff for each new member of support staff. New support staff will have the opportunity to attend induction training provided by the Academy.

All new staff will enter into a probationary period of 6 months following their induction.

Induction information includes:

- Staff roles and responsibilities;
- The opportunity to work shadow 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;
- Information concerning the child/children for whom they are responsible, if appropriate;
- Information on resources including SEN resources;



- Information on assessment, record keeping;
- Behaviour Policy;
- Safeguarding Policy;
- Whistleblowing Policy;
- Keeping Children Safe in Education Part 1
- Introduction to the computer system and E-safety;
- Health and Safety;
- Fire Safety;
- Information on training opportunities; and
- Access to all policies.

All staff will take part in the Performance Management procedures.

Premises Staff

The Site Manager in liaison with a designated person, is responsible for the induction of all cleaning staff. Induction should include:

- Relevant information on the School;
- Access to aims and policies;
- Health and Safety and Security issues;
- The Staff Handbook;
- Relevant information to help them carry out their job description effectively including guidance on safe use of chemicals and cleaning products and equipment; and
- Safeguarding Policy and Procedures.

All staff will take part in Performance Management procedures.

Lunchtime Assistants

The lead kitchen staff and a designated person are responsible for the induction of lunchtime staff. A named mentor will be provided to give support with daily practice and training. Induction should include:



- Relevant information on the School, aims and policies;
- Information of Health and Safety;
- The Staff Handbook;
- First Aid, security and behaviour policies and procedures;
- Safeguarding Policy and procedures; and
- Relevant information to help them carry out their roles effectively.

All staff will take part in Performance Management procedures.

Governors

Governors have a vital role to play in providing support, advice and guidelines for the School. To enable the fulfilment of this role all new governors will be given the Governors' Policy along with an Induction Pack. The Chair of Governors is responsible for the induction of new governors.

Induction should include:

- Opportunities for a tour of the School, meeting staff;
- Staff Roles and Responsibilities;
- Ofsted and Examination information;
- School and Governing Body Policy documents;
- Governing Body and Committees' Roles and Responsibilities;
- Dates and times of whole governing body Committee meetings;
- Access to and information in previous governing body minutes;
- Latest governing body report to parents and School newsletters; and
- Information on, and access to, governor courses.

All new governors should be provided with support on information regarding current policies and practice. The Chair of Governors should arrange to discuss the success of the induction arrangements at least twice during the first year to improve the quality and relevance of the induction arrangements.



Paperwork

All induction paperwork should be signed and returned to HR on the day of induction.



INDUCTION PAPERWORK: NAME

PRE STARTER CHECKLIST

Two weeks prior to the starting date of a new member of staff, the HR Administrator will ensure the following items have been requested:

<input type="checkbox"/> Enhanced DBS has been applied for, if outstanding by start day a Risk Assessment may be put in place	
	<ul style="list-style-type: none"> • An email has been sent to request <ul style="list-style-type: none"> <input type="checkbox"/> Equipment i.e. laptop necessary items/information: <ul style="list-style-type: none"> <input type="checkbox"/> Radio <ul style="list-style-type: none"> • Uniform • Logon to computer system/email & Behaviourwatch <ul style="list-style-type: none"> • Timetable • Copy of Staff Handbook <ul style="list-style-type: none"> • Signing in board <ul style="list-style-type: none"> • Pigeon hole • Line Manager • ID Badge: stating 'awaiting photo' <ul style="list-style-type: none"> • Entrance Fob
<input type="checkbox"/> HR administrator will collate items and advise the Headteacher if items need to be chased, the complete pack will be passed to the Safeguarding Officer/Senior Administrator prior to Induction Meeting.	

INDUCTION MEETING & RECORD

(to be completed at Meeting)

Staff Induction Policy

Published: Jan 2017

Last reviewed: Jan 2020

Review Date: Jan 2021



Name of New Colleague: _____

CHECKLIST:	Sign & Date when completed
<p>Safeguarding:</p> <ul style="list-style-type: none"> • The safeguarding team will meet/greet and will be responsible for administering safeguarding induction paperwork • Awareness that none of the following must be carried out without training:- <ul style="list-style-type: none"> ○ Team Teach ○ Medication ○ Manual Handling ○ No lifting of pupils 	

The designated Senior Member of Staff will conduct the following part of the induction:

Welcome to the School and Layout of site:

- Check photo ID
- Introduction to the team
- Explanation of the Induction Process
- Tour of buildings



<p>The School:</p> <ul style="list-style-type: none"> • Structure of the School day – reward system • Key staff and their roles • School Behaviourwatch System • Communication Systems – e-mail, pigeon holes etc. • Staff absence expectations and protocols 	
<p>Accountability and Monitoring (further training will be provided; this is an initial explanation):</p> <ul style="list-style-type: none"> • Behaviour management/lesson planning/schemes of work etc. • Marking expectations (if applicable) • Data handling • Lesson observations (if applicable) 	
<p>Meeting/CPD Structure:</p> <ul style="list-style-type: none"> • Key meetings explained • CPD Expectations 	
<p>Policies, held on both GANF and CIT Websites:</p> <ul style="list-style-type: none"> • Staff Handbook • Social Media - To be aware of the policy and that anything that brings the Fellowship into disrepute could lead to a disciplinary. • Behaviour Management 	

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<input type="checkbox"/> Team Teach	
Health & Safety Considerations: First Aid and Fire Procedures	

A Staff suitability form should also be signed and returned to HR



List of equipment received:

Equipment	
Laptop	
Camera	
Radio	



Staff must sign to accept full responsibility of the listed equipment: _____ (Signature)

_____ (print)

Induction meeting was carried out on: _____ (Date)

Induction meeting was carried out by: _____ (Signature)

_____ (Print)



When staff leave:

Exit interview will be carried out: _____(date)

_____ (Signature)

Equipment Returned	✓
Laptop	
Camera	
Radio	

Equipment
(Signature)

Returned: _____

_____ (print)