



**Cadmore End**  
Church of England  
**Combined School**

## Induction Policy

Date implemented: September 2017

Date updated: September 2022

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## Induction Policy

September 2022

*From Small beginnings come great things.*

*The parable of The Mustard Seed. Matthew 13:31-32*

*We will apply our Christian and British values, complemented by our small-school benefits; balancing each child's educational, pastoral and emotional needs delivering an exceptional, personalized journey, enabling them to flourish in our family, our community and in the future.*

### **Induction Policy for School Staff, Volunteers and Governors Introduction**

This policy applies to all employees and also, as appropriate, to volunteers agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring as appropriate.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos, priorities aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The Induction Programme should be cross- referenced to the ECT Induction requirements and probationary periods for support staff, as appropriate.

Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the TEAM will be proactive in asking for information and help – however big or small.

The specific aims of the school's induction of new staff are:

- To ensure an understanding of the school's aims and ethos and how they impact on the implementation of school policy;
- To provide the individual with relevant school information;
- To ensure effective implementation of school policies and procedures;
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the school;
- To ensure implementation of the school's health and safety routines and requirements
- To identify the role the individual will play within the school;
- To learn more about the individual and his or her immediate long term professional needs and aspirations;
- To explain what the school can and will do to help the individual make an effective contribution to the school.

### Induction Responsibilities

It is the headteacher's overall responsibility to ensure each new member of staff receives his or her induction entitlement.

Each new member of staff is assigned an induction mentor to help them accomplish the requirements of the job. Mentors will be chosen in relation to the nature of the appointment. All staff share a corporate responsibility for new members of staff to make them aware of day-to-day routines and procedures. It is in everybody's interest that each member of staff is able to contribute towards the fulfilment of our school aims.

Mentoring is the support, advice and guidance provided for colleagues to enable the development their expertise in their new role in order to become a confident team member.

<b>New staff member:</b>	<b>Induction carried out by:</b>	<b>Allocated mentor:</b>
ECT	Headteacher/Senior Teacher	Teacher
Teacher	Headteacher/Senior Teacher	Teacher
Early Years Staff	EYFS Lead	EYFS
Teaching Assistant	Headteacher/Senior Teacher	Teacher
Lunch Time Supervisor	Headteacher/Senior Teacher	HLTA
Parent helper/volunteer	Headteacher/Senior Teacher	Teaching staff to whom allocated
Senior Teacher	Headteacher	Headteacher
Office Staff	Headteacher	Headteacher/

### Annual Induction for All Staff

All staff will be required to complete the Health and Safety Induction Checklist and Safeguarding

Induction Checklist at the start of each school year. This will be carried out as part of an INSET day. The Headteacher is responsible for ensuring this happens.

## **Induction Pathway**

The following describes what new staff can normally expect by way of induction. All new teaching and non-teaching staff will participate in the school's induction process. The level of support provided will be tailored to the new member of staff's role within the school and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

From application for the post until immediately prior to starting:

- Receipt of job description and person specification
- Receipt of details of school's aims and ethos
- Gain an understanding of the post through interview activities
- Agreement of contract and salary
- Familiarisation time in school, where possible, for teaching staff, spending time in school with future class
- Handover from previous post holder
- Meeting with a senior member of staff to discuss role and duties.
- Informal opportunity to meet staff and pupils.
- Completion of pre-appointment documentation
- Undertaking and additional training requirements, which may include safeguarding, first aid and food handling
- Information on additional expectations, including attendance at parent consultation meetings, evening and weekend events and functions, residential trips etc.
- Information on school dress code for staff

Immediately prior to starting:

- Formal meeting with appointed mentor and any other staff central to the new member of staff's responsibilities;
- Receipt of induction documentation;
- Receipt of the school's staff code of conduct and confidentiality agreement;
- Receipt and discussion of key school policies, which must include those covering:
  - o Child Protection Policy including section on managing allegations
  - o Safeguarding, (including e-safety, mobile phones and cameras, use of reasonable force) which will include an explanation of the systems to support Safeguarding
  - o Safeguarding summary leaflet
  - o Part 1 (at least) of Keeping Children Safe in Education 2022 (or latest version)
  - o Curriculum, Teaching & Learning and Assessment

- o Health and Safety
- o Fire prevention, fire safety and fire evacuation procedures
- o First aid procedures and the procedures for the administration of medication
- o Whistleblowing
- o Equality policy
- o Behaviour and anti-bullying
- o Critical Incident
- o Educational Visits
- o Risk assessment
- o Critical Incident
- Duty, assembly and other rotas;
- School security procedures;
- Briefing, as required, on any pupils with particular SEND issues or medical and dietary requirements;
- Information on general topics, including:
  - o Member of staff's school email address and intranet log-in details
  - o Door codes and security information
  - o Staff toilets and provision for storing personal belongings
  - o Protective clothing and personal equipment, where the role requires this
  - o The Governing Body
  - o Car parking and on-site vehicle movement

By the end of the first week:

- Further discussion to confirm understanding of school policies;
- New member of staff signs to confirm having read and understood relevant school policies, always to include:
  - o Safeguarding Policy
  - o Part 1 of Keeping Children Safe in Education 2022 (or latest version)
  - o Health and Safety Policy

Following on from this initial period, there will be regular points of contact between the new member of staff and his or her mentor and appraiser.

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I can confirm that the induction process has taken place.

Name:

Position:

Date:

Signed: