

INDUCTION POLICY

Member of SLT responsible for Policy: M. Hooson

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Induction Policy

Aims

- To enable new staff to feel welcome and settle happily into school, so that the quality of learning experienced by the students can be maintained and improved.
- To enable new staff to understand the philosophy and ethos of the school
- To enable new staff to make a full contribution, taking on all their responsibilities as soon as possible.
- To foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place.

Induction Programme

Teaching Staff

All new staff should be given appropriate induction advice, training and resources

This should include:

- Tour of the school
- Meeting with Head of School (expectations, policies and school vision)
- Meeting with Assistant Headteacher (expectations of teaching and learning)
- Staff Training (Child Protection, Health and Safety and Fire Emergency Procedures)
- Details of school calendar, events, trips and meetings
- Code of Conduct
- Access to relevant information (Year group schemes of work, class and set lists, timetables, and SEN/PP/G&T information)

Supply Teachers and Agency Staff

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

- Safeguarding children and Child Protection
- Health and Safety
- Fire and emergency procedures and a map of the school
- First aid procedures
- Code of Conduct
- Behaviour management policy – details of support
- Relevant day to day information from the school policies as well as class lists, timetables, and SEN/PP/G&T information)

Support Staff (Administrative, Kitchen, Caretaking and Cleaning)

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

- Safeguarding children and Child Protection
- Health and safety
- Fire and emergency procedures and a map of the school
- Code of Conduct
- School Administrative, Kitchen, Caretaking or Cleaning systems and procedures
- Specific job related training