



Manor Drive Secondary Academy

STAFF INDUCTION POLICY

PRESENTED TO GOVERNORS AUTUMN TERM 2022

Date approved: ¹	8 December 2022
Date reviewed: ²	
Date of next review: ³	Spring 2025

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

1 Introduction

- 1.1 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. Safeguarding Children and Child Protection will feature prominently in every induction programme.
- 1.2 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 e as a whole, provide the foundation for successful and safe contribution to the Academy. The Induction Programme is designed to help new employees, volunteers and Governors become familiar with the requirements of their position and learn about the Academy's culture, ethos 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 NQT Induction requirements and probationary periods for support staff, as appropriate.
- 1.3 The induction process will
- Provide information and training on the Academy's policies and procedures which will include Health and Safety, Child Protection and Performance Management etc
 - Provide Child Protection training and assess its effectiveness
 - Enable new employees, volunteers, agency staff and Governors to contribute to improving and developing the overall effectiveness of the Academy, raising student achievement, and meeting the needs of students, parents/carers and the wider community
 - Contribute to new employees, volunteers, agency staff and Governors sense of role satisfaction and personal achievement
 - Explain the Academy's Code of Conduct to ensure that all staff, volunteers and Governors new to the Academy understand what is expected of them at the Academy and gain support to achieve those expectation
 - Identify and address any specific training needs
- 1.4 The induction programme will include:
- an induction checklist of the policies, procedures and training to be covered
 - an induction timetable
 - details of help and support available
 - details of work shadowing, if appropriate
 - a diary of induction meetings
 - details of other relevant individuals with responsibility for induction eg the designated mentor or supervisor
- 1.5 Appendices
- Appendix 1 Management and Organisation of Induction
 - Appendix 2 The Induction Programme
 - Appendix 3 Induction Checklist

Appendix 1

MANAGEMENT AND ORGANISATION OF INDUCTION

1. Responsibility for Induction

A member of the leadership team is responsible for the overall management and organisation of induction of new employees.

Supply teachers, and agency staff are the responsibility of the leadership team working with the cover manager.

Teaching staff with the leadership team are responsible for the overall management and organisation of induction of volunteers.

The clerk to the Governors is responsible for the overall management and organisation of induction of Governors.

2. The person responsible for induction should

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified **before** taking up the position where possible.
- Provide, if appropriate, a tour of the Academy and information about facilities, answering questions and giving practical advice.
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

THE INDUCTION PROGRAMME

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection and Health and Safety
- a training timetable
- a checklist of the policies and procedures to be understood
- details of help and support available
- a diary of meetings
- details of other relevant individuals with responsibility for induction eg the designated mentor or supervisor.

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder. All new staff (including Supply Teachers and Agency Staff) should be given appropriate induction advice, training and resources by their relevant line manager. This should include:

Supply Teachers and Agency Staff

- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Code of Conduct.
- Behaviour management policy.
- Relevant information from the Staff Handbook (eg site map).
- Relevant information on curriculum, schedules and timetables.

Teaching Staff including Teaching assistants and Cover Supervisors

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Code of Conduct.
- National Curriculum documents.
- Staff Handbook.
- Academy Brochure.
- Policy documents, including School Improvement/Development plan.
- Year group schemes of work.
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists.
- Information on whole Academy and year group resources, including ICT.
- Timetables.
- SEN information.

Administrative Staff

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Code of Conduct.
- Staff Handbook.
- Academy administrative systems and procedures.
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning / Kitchen Staff / Site Staff

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Code of Conduct.
- Staff Handbook.
- Specific job related training such as manual handling, use of ladders, kitchen safety etc.

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors and the Clerk to Governors. This may include:

- Tour of the Academy
- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Code of Conduct.
- current relevant Academy information and policy documents
- Academy brochure including staffing, Ofsted and Academy performance indicators.
- DfE information on the role of Governor.
- Governing Body Policy documents.
- Dates and times of whole Governing Body and sub committee meetings.
- Access and information of previous governing body minutes, latest governing body report to parent and College newsletters.
- Information and access to Governor training courses.

Volunteers

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Code of Conduct.

Appendix 3

GENERAL INDUCTION CHECKLIST

(This should be adapted to the requirements of the specific post and postholder)

Name _____ Start Date _____

Name of Senior Colleague/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Induction Co-ordinator		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal devices		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

During First Week		
Planned meetings with key people		
Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator		
Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs		
Identify development needs and agree means of meeting		

End of First Month		
Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items		
End of Three Months		
<p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		

Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include: Provision of or reference to the location of the Academy policy. Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include: location of Academy/building Fire Safety Manual Fire Action and other fire notices, location of fire fighting equipment, means of raising the alarm including the position of fire alarm points (ie, break glass units), fire evacuation procedure and means of escape, fire assembly points, times of fire alarm sounder tests, and any other relevant information. Further training may be necessary depending upon the responsibilities of the post holder</p>		

<p>First Aid</p> <p>This will include:</p> <p>location of first aid provisions,</p> <p>location of notices bearing details of qualified First Aiders,</p> <p>means of obtaining first aid assistance,</p> <p>any other relevant information.</p> <p>policy on providing medicine and first aid for students</p> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p> <p>This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and whistleblowing</p>		
<p>Policy and procedures relating to Behaviour Management</p>		
<p>Policy and procedures relating to Sickness absence</p>		
<p>Policy and procedures relating to Special Leave of absence</p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p>		