



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Staff Induction Policy and  
Procedures  
Reviewed June 2015**

## 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 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 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 school's policies and procedures
  - Provide Child Protection training and assess its effectiveness
  - Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
  - Contribute to the colleague's sense of job satisfaction and personal achievement
  - Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
  - 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 e.g. the designated mentor or supervisor

## **2. Volunteers**

All new volunteers should be given appropriate induction advice, training and resources by the relevant Senior Staff. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

## **3. Governors**

All new Governors should be given appropriate induction advice, training and resources by The Chair of Governors/Clerk to the Governors. Please also refer to the Governors Involvement Policy which can be found in the Chesterton Community College website, under Reports and Policies/Personnel Policies. [www.chestertoncc.net](http://www.chestertoncc.net)

## **4. Appendices**

Appendix 1	Management and Organisation of Induction
Appendix 2	Induction Programme
Appendix 3	Induction Checklist

## Appendix 1

### Management and Organisation of Induction

#### 1. Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

The Headteacher is responsible for the overall management and organisation of induction of volunteers

The Headteacher 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 school 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 for all Staff**

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 e.g. 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.

### **Supply Teachers and Agency Staff**

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

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

### **Teaching Staff including Teaching assistants**

All new staff should be given appropriate induction advice, training and resources by the relevant Senior Staff. This should include:

- Safeguarding children and children protection

- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School 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 school and year group resources, including ICT
- Timetables,
- SEN information.

### **Administrative Staff**

All new staff should be given appropriate induction advice, training and resources by the Director of Finance and Resources. This should include

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

### **Cleaning/Caretaking/Kitchen Staff**

All new staff should be given appropriate induction advice, training and resources by the Director of Finance and Resources. This should include:

- Safeguarding children and children protection
- 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

### **Midday and Cover supervisors**

All new staff should be given appropriate induction advice, training and resources by the relevant Senior Staff. This should include

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

### 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
<b>Day One</b>		
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		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

<p><b>During First Week</b></p> <p>Planned meetings with key people</p> <p>Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator</p> <p>Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs</p> <p>Identify development needs and agree means of meeting</p>		
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<p><b>End of First Month</b></p> <p>Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items</p> <p><b>End of Three Months</b></p> <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>		
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<b>Policies and Procedures</b>	<b>Tick on Completion</b>	<b>Notes</b>
<p>Health and Safety. This will include:</p> <p>Provision of or reference to the location of the school policy.</p> <p>Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include:</p> <p>location of school/building Fire Safety Manual</p> <p>Fire Action and other fire notices,</p> <p>location of fire fighting equipment,</p> <p>means of raising the alarm including the position of fire alarm points (i.e.,</p> <p>break glass units),</p> <p>fire evacuation procedure and means of escape,</p> <p>fire assembly points,</p> <p>times of fire alarm sounder tests, and</p>		

any other relevant information.

Further training may be necessary depending upon the responsibilities of the post holder

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<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 first aid for pupils</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</p> <p>Child protection</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>		