

NORTH NIBLEY C of E PRIMARY SCHOOL - INDUCTION POLICY

Policy developed by: The Head Teacher **Date of policy:** 25/01/2020 **Review date:** As required
On the first day of work, if not before, employed staff, volunteers (including student teachers) and governors, will be made aware of the following details and procedures:

ALL ADULTS:

- 1) including new staff, student teachers, volunteers and governors, will need to prove their identity. DBS and Prohibition checks may also be required, as appropriate to the role. This is a condition of employment.
- 2) Will know the requirement, to comply with our Safeguarding and Child Protection arrangements, Local Authority and school "Codes of conduct", Confidentiality measures (including GDPR), Equalities legislation and 'Whistle-blowing' procedures.
- 3) Will be given a copy of or online access to the latest KCSiE guidance – which they need to read, sign and return
- 4) Will be given a copy of the latest "Safer Working Practices" – which they need to read, sign and return
- 5) Will receive an introduction to staff and children.
- 6) Will be told about our 'lanyard' system and be offered a tour of the premises (a plan is available online)
- 7) Will have the fire warning system explained, know what to do if a fire is discovered, the location of fire fighting equipment, means of escape explained, including how locks on doors, and over-rides, are actuated and assembly point after evacuation shown
- 8) Will be reminded of the importance of keeping fire exits and heaters free from obstruction
- 9) Will be reminded of General Health and Safety precautions and our Risk Assessments
- 10) Will have safe systems of work explained, including lone working, lifting, handling, ladder access and the use of portable electrical appliances
- 11) Will be told about First Aid facilities and the procedures for reporting accidents. First Aiders will be identified.
- 12) Will be told what to do if they are ill and/or unable to attend when they are expected so to do
- 13) Will be given access a copy of (or online access to) the term dates for the year and the latest newsletter.
- 14) Will be provided with information about the Tyndale Cluster

NEW MEMBERS OF STAFF, STUDENT TEACHERS AND GOVERNORS WILL BE GIVEN:

- 15) A copy of the school's Acceptable Use Policy (staff version) – which they need to read, sign and return
- 16) An official school email address and 'monitored' access to school systems, as appropriate to their role
- 17) Online access to the school's policy documents including the policies on; Behaviour, Child Protection, Whistle-Blowing and Confidentiality, Equalities Schemes, Positive Handling (Physical Intervention), KCSiE (parts 1 & 2), SEN and the Church of England's Statement of Entitlement
- 18) Access to the latest School Improvement Plan (either in hardcopy or online). Priorities will be explained.

NEW MEMBERS OF STAFF:

- 19) Will understand the requirement to evidence up-to-date training in Child Protection, Prevent and FGM. If training is not up-to-date, training must be undertaken as soon as possible. This is a condition of employment.
- 20) Will be given a copy 'Working Together to Safeguard Children' – which they need to read, sign and return
- 21) Will be given a copy of the local authority's Code of Conduct – which they need to read, sign and return
- 22) Will have access a full list of staff and governors, and their relevant contact details, including the Safeguarding Governor's contact details
- 23) Will have access to a copy of the "Staff Handbook", know how this is updated and how updates are shared
- 24) Will know about the school's off-site register for portable appliances
- 25) Will have a work-shadow colleague appointed
- 26) Will be offered a meeting with a Governor on the Leadership & Management committee, and the school's Chair of Governors, within 1 month of starting the position
- 27) Will be offered an interview with the head, regarding training and development within 2 months of starting
- 28) Will be notified of arrangements for Performance Management according to the Performance Management / Teacher Appraisal / Teaching Assistant Appraisal cycle

NEW GOVERNORS WILL BE GIVEN:

- 19) A copy of the school's Acceptable Use Policy (Governor version) – which they need to read, sign and return
- 20) A copy of the booklet "An Introduction to Governance"

NEW VOLUNTEERS WILL BE GIVEN:

- 15) A copy of the school's "Volunteer Handbook", which includes KCSiE and "Safer Working Practices." These constitute a volunteer's "Code of Conduct" which must be signed and accepted before volunteering begins.

NORTH NIBLEY C OF E PRIMARY SCHOOL - INDUCTION RECORD

1) Who is receiving induction

2) Into which role are you be inducted?

STAFF GOVERNOR VOLUNTEER STUDENT TEACHER WORK EXPERIENCE

3) Who is leading the Induction Process?

4) I confirm that I have had the requirements, procedures and arrangements explained, and received the documents detailed on Page 1, appropriate to my role.

(With the following exceptions, which are noted here) (if any)

Date completed

5) Signed _____

6) Date _____

PLEASE PHOTOCOPY THE COMPLETED FORM (BOTH SIDES) AND RETURN THE ORIGINAL TO THE HEAD TEACHER.

STAFF SUPPORT

7) My work-shadow colleague is _____

8) My introduction to a staffing governor, or the chair of governors, has been arranged for _____

9) My induction follow-up interview (Head Teacher) has been arranged for _____

10) I am aware of arrangements for Performance Management / Appraisal