

The Federation Of Angel Road Schools



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Induction Policy

Date: March 2016

The Federation of Angel Road Schools - Induction Policy

Introduction

Without exception, every new employee should be given some form of induction, tailored to suit their needs. This applies equally to temporary and casual employees and agency workers. Even volunteers and students will have a level of induction to ensure they are aware of basic facilities in the school and essential policies and processes (e.g. Safeguarding)

Additional, statutory induction is given to Newly Qualified Teachers (NQT's) (see also Induction Policy for NQT's)

The benefit of an effective induction is that employees receive the necessary information and understand clearly what is expected of them. There are significant advantages to making expectations known at this early stage, including meeting statutory and organisational standards of behaviour and care.

Key objectives

The Key objectives of induction are to ensure all members of staff:

- Are given a warm welcome and integrated in to the school as quickly as possible
- Become effective and motivated employees as soon as possible, be developing the skills and knowledge they need to do their job
- Understand the culture of the school and the standards of behaviour expected of them
- Understand how child safeguarding processes work in the school
- Are provided with basic information and guidance on the school's policies and procedures

Responsibilities

The responsibility for completing induction is a joint one involving both the new employee and the Headteacher (or Chair of Governors in the case of Headteacher induction). The Headteacher may delegate authority for induction to an appropriate manager.

The staff member responsible for induction of new staff at the Infant School is Lindsay Moody, and at the Junior School is Alison Whalen.

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Induction Checklist

The induction checklist (C502 on Schools PeopleNet) is a way of recording the planning for induction and the necessary action arising out of induction.

All new employees and agency workers in the school should receive induction in the “core content” as listed in the induction checklist. This includes the requirement to ensure that all employees receive health and safety information and safeguarding guidelines.

All new employees are given a copy of the induction checklist and the Headteacher (or designated line manager) should ensure its completion and ‘signing off’ to that effect by the employee. Any additional induction items specific to the individual employee (or employee group) can be added to the checklist before issue and must also be signed.

Induction of existing employees into a new role

Employees changing job within the school should have their training and development needs reassessed and this should include a review of ‘core’ induction items, especially health and safety, bearing in mind the changing in duties, responsibilities and, where appropriate, workplace. The induction checklist may be helpful when the change in job leads to major differences in the working environment.

The induction checklist, once ‘signed off’ by the new employee, should be placed on the employee’s personal file. The Headteacher should monitor the return of checklists to ensure induction items are covered and within the specified timescales.

Headteachers will want to ensure that induction covers all the areas in the checklist. This is of particular importance when it comes to issues such as safeguarding, as it is essential to ensure every person is aware of their responsibilities.

This policy was compiled using NCC document G502a Induction of New Employees.