

# SWINEMOOR PRIMARY SCHOOL



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## INDUCTION POLICY

(September 2023)

## **Induction Procedure for a New Member of Staff at Swinemoor Primary**

Due to the fact that the responsibilities within education are so wide-ranging, we aim to make sure that new staff quickly become part of our established team and feel welcomed into our school. To ensure that this happens, we have an induction system that makes sure that new members of staff have all the information and support that they may require to have a successful induction.

### **Induction Procedures**

- ☐ A welcome telephone call from a member of the Senior Leadership Team.
- ☐ Confirmation of your successful appointment to the school and the opportunity for you to visit the school to meet staff and pupils.
- ☐ The offer of a mentor, to ensure support and a smooth transition into the school working environment.
- ☐ Introductory information about the school in the form of school prospectus.
- ☐ Mrs C Boughton (School Business Manager) will complete an initial induction.

## **Swinemoor Primary School**

### **INDUCTION CHECKLIST**

The aim of the Induction Checklist is to ensure all staff receive all necessary information about their job and conditions of service to assist them in settling in.

The induction Checklist comprises of two sections:

**SECTION 1 Health and Safety Induction** (Please return to by the end of day 1)

**SECTION 2 General Information** (To be returned to no later than 2 weeks following start date)

The Induction Checklist must be completed for the following groups of staff:

1. All employees new to the Authority (teaching and non-teaching, permanent or temporary).
2. Work Experience Placements.
3. Employees returning to work after a prolonged absence, e.g. maternity Leave. Long term sickness absence can also benefit from a re-introduction to the workplace.

## **SECTION 1**

### **HEALTH AND SAFETY**

Induction is an essential part of this school's Health and Safety system. Its purpose is two-fold: firstly, to record that any relevant documentation and protective equipment has been issued to employees; secondly to ensure that essential information has been imparted in order to ensure the health and safety of new employees. The attached checklist is a means of assisting managers to undertake induction in a consistent and effective manner.

In preparing for an induction, you will need to refer to the school Health & Safety Policy for relevant risk assessments. You may also wish to gather together all relevant items of employee guidance and personal protective equipment so that they are on hand on the morning of the induction.

Name of Employee/Student:

Post Title:

Date of Commencement:

Location/Department: **Swinemoor Primary School**

**THE HEALTH AND SAFETY INDUCTION SHOULD BE COMPLETED ON DAY 1 OF  
EMPLOYMENT PRIOR TO THE COMMENCEMENT OF DUTIES.**

**PLEASE RETURN TO **Mrs C Boughton** BY THE END OF DAY 1.**

## **INFORMATION AND GUIDANCE**

Please confirm that the following documents have been issued to you:

School Health and Safety Policy	<input type="checkbox"/>
Whistle Blowing Policy	<input type="checkbox"/>
Computer/Internet Guidelines	<input type="checkbox"/>
Child Protection/Safeguarding Policies	<input type="checkbox"/>

## **FIRE AND EMERGENCY PROCEDURES**

Ensure the following information is recorded as appropriate:

Name of Fire Officer:	<b>Mr L Myers/Mrs C Boughton</b>
Fire Assembly Point:	<b>Main School Playground</b>
Name of First Aider(s):	<b>Mrs A Stansfield/Mrs S Cooper</b>
Location of First Aid Supplies	<b>Main Reception</b>
Location of Accident Book/Report Form:	<b>Main School Office</b>
Previous Health and Safety Training, List below:	

## **DESIGNATED SAEFGUARDING LEAD/PROCEDURE**

Miss A Rodgers is the designated safeguarding lead for child protection. Mrs J Sharp is the deputy designated safeguarding lead. If a child makes a disclosure, report this immediately to the class teacher and/or Miss A Rodgers or Mrs J Sharp. Please read the child protection policy and procedures for further information.

I can confirm that I have been issued with the documents indicated above and that the person responsible has highlighted the key points. I have also been informed that if I have any further queries I should raise these with a member of the Senior Leadership Team.

Signed: ..... (Employee) Date: .....

Name: ..... (please print)

Signed: ..... (SLT) Date: .....

Name: ..... (please print)

**THIS CHECKLIST SHOULD BE SIGNED AND RETURNED  
IMMEDIATELY FOLLOWING COMPLETION**

## **SECTION 2**

### **GENERAL INDUCTION**

This section is divided into two parts: Part A to be completed on the first day and Part B to be completed within the first 2 weeks. Both parts are to be retained by the School Business Manager until completed and then returned by the end of Week 2. The inductee and a member of the Senior Leadership Team must initial the checklist on completion of each item. The checklist is not exhaustive. It is intended as a minimum requirement. It can therefore be added to as appropriate. The induction period will probably continue beyond the period stated in the checklist and this should be determined by the SLT.

Name of Employee/Student:

Post Title:

Date of Commencement:

Location/Department: **Swinemoor Primary School**

# INDUCTION

## PART A

At the end of your first week the School Business Manager and yourself should ensure that you have covered /been informed of the following. You should ensure you are fully aware and understand the policies and procedures before you sign this. Please initial as appropriate.

	Please initial as appropriate	
	You	SBM/SLT
Hours of work		
Office/school hours		
Introduction to the Senior Leadership Team		
Introduction to the staff in your department		
Introduction to the staff in school		
Tour of the premises – entrances, facilities for the disabled, toilets, refreshments, fire exits, security		
You have presented all documentation to the School Business Manager		
Pension Scheme details (issued with appointment letter for contracted staff)		
Your basic salary details and payslip explained		
Car Parking arrangements		
Sickness reporting procedure/notifying officer identified		
Designated Safeguarding Lead/Procedure		
Health and Safety Checklist completed on day 1		
A copy of your job description		



# INDUCTION

## PART B

### TO BE COMPLETED WITHIN THE FIRST TWO WEEKS

	Please initial as appropriate	
	You	SBM/SLT
Meeting with the Senior Leadership Team		
Standard expected with area of work		
Introduction to all principal work contacts		
Duties of your post explained		
Structure of Senior Leadership Team		
<b><u>KEY POLICES</u></b>		
Curriculum policies		
ICT Guide including Internet and Email Policy		
School Behaviour Policy		
Sickness Absence Procedures		
Leave of Absence Procedures		
Procedures for School Visits		
Whistle Blowing Policy		
GDPR Policy		
Performance Management/Appraisal		
Code of Conduct		
Equality Policy		
Social Media Policy		
Safer Working Practice Policy		
Child Protection/Safeguarding Policies		
School Dress Code		
School Lockdown Procedures		
Pupil Absence Procedures		

If there is any further information you would like about the school and how it works, please ask your Line Manager or a member of the SLT.

I am satisfied that all points covered in the Induction Checklist have been satisfactorily explained and that I understand the key policies and procedures of the School.

**Signed:** ..... (Employee)      **Date:** .....

Employee Name (Block Capitals): .....

**Signed:** ..... (SLT)      **Date:** .....

Senior Leadership Team Name (Block Capitals): .....

## **NQT INDUCTION**

### **THE INDUCTION PROCESS**

A teacher must have Qualified Teacher Status (QTS) and be registered with the GTC before their statutory induction programme.

Effective induction builds on the knowledge, skills and achievements that Newly Qualified Teachers (NQTs) gain during their initial training. It is also a foundation for career-long professional development and provides the opportunity for experienced teachers to share their expertise.

Statutory induction arrangements for newly qualified teachers were introduced in 1999. All NQTs complete an induction period of three terms, beginning when they first take up a post that last for a term or more. Details of the arrangements can be found in DfES Guidance 0458/2003 (The induction Period for Newly Qualified Teachers) which sets out the Secretary of State's guidance on induction, to which those involved in the arrangements "must have regard". It is available on the DfES website: ([www.teachernet.gov.uk/professionaldevelopment/opportunities/nqt/induction/](http://www.teachernet.gov.uk/professionaldevelopment/opportunities/nqt/induction/))

The arrangements combine two elements:

- ☐ An individualised programme of mentoring and support.
- ☐ An assessment of the NQT's performance

Induction will build on:

- ☐ The standards for the award of QTS.
- ☐ The strengths and areas for development set out in the School Development Plan (SDP)

NQTs will be assessed at the end of the induction period against a set of Induction Standards. NQTs must show that they have met the Induction Standards in order to have full registration with the General Teaching Council for England and to be able to continue teaching in a maintained school or non-maintained special school.

The process of induction requires the school to appoint an appropriate Induction tutor to mentor the NQT. Key steps in the induction process are:

- ☐ Setting short, medium and long term objectives based on the SDP and Induction Standards and individual needs.
- ☐ Half-termly observations and follow up discussions.
- ☐ Review meetings each half term, following observation and formative assessment.
- ☐ Summative termly assessment meetings, the focus moving from QTS Standards at the start of the year to the Induction Standards as the year progresses.
- ☐ Recording progress and sending reports to the appropriate body (Local Authority).

The NQT should receive an induction package comprising:

- ☐ A job description that makes no unreasonable demands.
- ☐ A reduced timetable of 90% of normal average teaching duties (10% non-contact time and 10% PPA time).
- ☐ An individual programme of monitoring, support and assessment.
- ☐ Meetings with a school Induction Mentor and half termly reviews of progress.
- ☐ At least one observation of teaching each half term with oral and written feedback.
- ☐ An assessment meeting and report at the end of each term.
- ☐ Objectives and areas for development identified in the School Development Plan (SDP) to help the NQT to meet the Induction Standards.
- ☐ Opportunity to observe experienced teachers.
- ☐ Appropriate training/advice from outside the school.
- ☐ Participation in school working groups.
- ☐ Discussion with the school SENCO.

## **Induction Procedure for a New Member of The Governing Body at Swinemoor Primary**

As in any governing body, new people will regularly be joining the team as new appointments and elections are made. Due to the fact that responsibilities of the governing body are so wide-ranging, we want to make sure that new members quickly become part of our established team. To help this happen, we have an induction system that makes sure new recruits have all the information and support they need to do their job properly from the beginning.

### **Induction Procedures**

- ☐ A welcome telephone call from Mrs Jane Simpson, Chair of Governors, giving information about the time and date of the next meeting and the contact point for further information.
- ☐ A written invitation to meet the Senior Leadership Team and to visit the school during the working day to meet the staff and pupils.
- ☐ The offer of a mentor. An experienced member of the governing body who would help the new governor in the early stages.
- ☐ An introduction of the new governor at the first formal meeting and support from the Chair to help a new governor participate in the business of the meeting.
- ☐ Introductory information about the school and the workings of the governing body. (See checklist).

New governors are actively encouraged to play as full a part as they are able in the work of our governing body.

### **Information for new governors – checklist**

- ☐ The names and contact details of the other members of the governing body.
- ☐ The contact details of the clerk to the governing body.
- ☐ School prospectus.
- ☐ Basic training to access Basecamp
- ☐ A calendar of meeting dates for the coming year.
- ☐ The minutes of your last three governing body meetings.
- ☐ The membership of committees and working parties.
- ☐ A copy of 'A Guide to the Law for School Governors'.
- ☐ The instrument of government for your school.
- ☐ The latest versions of your School Development Plan (SDP).
- ☐ Your most recent Ofsted report and action plan (if relevant)
- ☐ Information on where to access school policies.
- ☐ Details of training opportunities available to governors.
- ☐ Contact details of local and national governor support organisations.