Aspiring Foundations Federated Nursery Schools

Warrington Road Nursery School

Ditton Nursery School

Induction Policy

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Version	3

Induction Policy

1 Introduction

1.1 This policy applies to all employees and also, as appropriate, to volunteers and agency staff 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 or volunteer 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 and volunteers 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 ECT 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 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 e.g. the designated mentor or supervisor

1.5   Appendices

Appendix 1

Management and Organisation of Induction

1.   Responsibility for Induction

The headteacher is responsible for arranging the overall management and organisation of induction of new employees, supply teachers, agency staff, volunteers and also 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.

Appendix 2

The Induction Programme

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided 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. This should include:

- Safeguarding children and child protection
- Whistleblowing
- Low level concerns
- Allegations Against Adults
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources. This should include:

- Safeguarding children and child protection
- Whistleblowing
- Low level concerns
- Allegations Against Adults
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

- EYFS documents
- School prospectus
- Policy documents, including School Improvement/Development plan
- Assessment advice, recording, reporting, resources and procedures,
- Group lists
- SEN   information.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources. This should include

- Safeguarding children and children protection
- Whistleblowing
- Low level concerns
- Allegations Against Adults
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- School administrative systems and procedures
- Specific job related training such as finance, administration etc.

Cleaning/Caretaking

All new staff should be given appropriate induction advice, training and resources. This should include:

- Safeguarding children and children protection
- Whistleblowing
- Low level concerns
- Allegations Against Adults
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- 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. This is provided jointly by the local authority SLA and the headteacher and may include information on:

- Safeguarding children and children protection
- Whistleblowing
- Low level concerns
- Allegations Against Adults
- Health and safety
- Fire and emergency procedures

- First aid
- Code of Conduct
- current relevant school information, policy documents and School Development Plan
- School brochure including staffing, Ofsted and school performance data
- DfES information on the role of governor
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes,
- school newsletters.
- Information and access to governor training courses, including safer recruitment

Volunteers

All new volunteers should be given appropriate induction advice, training and resources. This should include:

- Safeguarding children and children protection
- Whistleblowing
- Low level concerns
- Allegations Against Adults
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

Warrington Road Nursery School
New Starter Induction Checklist

Name: Job Title: Start Date:

The following items will be discussed with a member of the management team at induction. Copies of the policies are located in the main office.

	Tick
Vision/Aims/Objectives	
Confidentiality	
Security	
Staff Structure	
In House Training	
EYFS	
Training Coordinator	
Sick Leave/reporting	
Leave	
EDR's	
Hours of Work	
Staff Room	
Policy Phones	
Appointments	
Team Meetings	
Social Networks	
Toilets	
Smoking	
Intranet	
Safe working for adults working with children	
Whistle Blowing	
Safeguarding	
Child Protection	
Health and Safety Policy	
First Aid	
Fire.: raising alarm, Evacuation routes. Meeting point	
Is a Personal Evacuation Plan Required	
Accident Incident Reporting	
Violent Incident Reporting	
Fire Exits	
Near Misses	
Protective Clothing	
Manual Handling Policy	
Code of Conduct	
Occupational Risk Assessment	
Lone Working Policy	
Stress Policy	
Display Screen Equipment	
Behaviour Management	
Keeping Children Safe in Education 2018	
Health & Safety Induction Awareness	
Fire Management Toolbox Talks	
Prevent Duty Training	

Please sign this document to confirm your understanding of the above subjects.

Name :   Signed :   Date :

Manager :   Signed :   Date :