



# Springvale Primary School

**Policy Title: Induction**

**Date of Review: Spring 2022**

**Review by: Spring 2025**

**Signed by:**

**Chair of Governors**

**All policies available at [www.springvaleprimary.org](http://www.springvaleprimary.org)**

# Induction for Staff and Volunteers Policy Spring 2022



## **Introduction**

This policy was created after a period of consultation with relevant stakeholders within school. This policy sits alongside our Special Educational Needs and/or Disability (SEND) Offer which follows specific titles and questions that provide parents with a clear insight into all aspects of policy and provision for SEND pupils.

The policy has been formally adopted by governors and reflects our approach at Springvale Primary School.

## **Aims and Principles**

The policy is underpinned by the central aims of Springvale Primary and values held by the school community:

### **Aims of the school**

- Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

## **Background Information**

Springvale Primary School is a caring and open school, where parents, children, staff and the wider school community all know that their views and needs will be listened to, in both education and personal areas.

## **Induction Policy**

### **Background**

- 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. An induction programme has been prepared, tailored to the needs of the many different colleagues working or volunteering in the school. The 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.

### **The Induction Process**

The induction process seeks to achieve the following:

- Provide general information and more specific training on the school's policies and procedures.
- Provide Child Protection and Safeguarding training
- Ensure that comprehensive Health and Safety procedures are explained including First Aid, Fire Awareness and procedures for personal safety
- 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

## **The Induction Process**

Section 1	Management and Organisation of Induction
Section 2	The Induction Programme
Section 3	Induction Checklist

## Section 1

### Management and Organisation of Induction

#### 1. Responsibility for Induction

Helen Kelly is responsible for the overall management and organisation of induction of new employees, supply teachers, volunteers and agency staff.

Lee McClure / Emma Chapman are 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.

## **Section 2**

### **The Induction Programme**

#### **Induction Programme**

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:

- an induction checklist of the policies, procedures and training to be covered
- 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
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor
- details of work shadowing, if appropriate

These are detailed in an induction booklet which is tailored to each group as set out below.

The induction programmes are 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 will be given appropriate induction advice, training and resources by Helen Kelly. This will include:

- Provision of general information
- Safeguarding children and children protection
- 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 will be given appropriate induction advice, training and resources by Helen Kelly. This will include:

- Provision of general information
- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Policy documents, including School Improvement/Development plan
- Assessment advice, recording, reporting, resources and procedures,
- Information on whole school and year group resources, including ICT
- Timetables

## **Administrative Staff**

All new staff will be given appropriate induction advice, training and resources by Emma Chapman and Helen Kelly. This will include:

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

## **Midday and Cover supervisors**

All new staff will be given appropriate induction advice, training and resources by Helen Kelly. This will include:

- Provision of general information
- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Specific job related training such as behaviour management

## **Governors**

All new Governors will be given appropriate induction advice, training and resources by Lee McClure / Emma Chapman. This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Current relevant school information, policy documents and School Improvement Plan data
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes,
- Latest governing body report to parent and school newsletters
- Information and access to governor training courses

## **Volunteers**

All new volunteers will be given appropriate induction advice, training and resources by Helen Kelly. This will include:

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



**Section 3  
General Induction Checklist**

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		
Introduce to Safeguarding Lead and clarify procedure in the event of an disclosure or incident		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment <ul style="list-style-type: none"> <li>• Fire and emergency procedures</li> <li>• First aid</li> <li>• Exposure to hazardous substances and appropriate controls</li> <li>• Removal of sharp objects</li> <li>• PPE</li> <li>• Use of work equipment</li> </ul>		
Details of any medical needs		

<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 – Child protection, Safeguarding, first aid, etc.</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 If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		
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Policies and Procedures	Tick on Completion	Notes
<p><b>Health and Safety</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Provision of or reference to the location of the school policy.</li> <li>• Information and training in relation to the employee's responsibilities</li> </ul>		
<p><b>Fire and emergency procedures</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Location of school/building Fire Safety Manual</li> <li>• Fire Action and other fire notices,</li> <li>• Location of firefighting equipment,</li> <li>• Means of raising the alarm including the position of fire alarm points (i.e. break glass units),</li> <li>• Fire evacuation procedure and means of escape,</li> <li>• Fire assembly points, times of fire alarm sounder tests, and any other relevant information.</li> <li>• Further training may be necessary depending upon the responsibilities of the post holder</li> </ul>		
<p><b>First Aid</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Location of first aid provisions,</li> <li>• Location of notices bearing details of qualified First Aiders,</li> <li>• Means of obtaining first aid assistance, any other relevant information.</li> <li>• Policy on providing first aid for pupils</li> <li>• Further training may be necessary depending upon the responsibilities of the post holder</li> </ul>		
<p><b>Policy and procedures relating to Safeguarding Children and Child Protection</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Child protection</li> </ul>		

<ul style="list-style-type: none"> <li>• Safeguarding policy and training</li> <li>• Whistleblowing policy</li> </ul>		
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<b>Policy and procedures relating to Behaviour Management</b>		
<b>Policy and procedures relating to Sickness absence</b>		
<b>Policy and procedures relating to Special Leave of absence</b>		
<b>Policy and procedures relating to Appraisal/Performance Management</b>		
<b>Communication Policy</b>		
<b>Inclusion Policy</b>		
<b>Feedback and marking policy</b>		

(Inductee)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Senior Colleague/Mentor)

Signed \_\_\_\_\_ Date \_\_\_\_\_