



Induction of New Staff Procedure and Policy

1. Introduction

- 1.1 Chaigeley School believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.
- 1.2 The staff responsible for Continuous Professional Development (CPD) are the Senior Leadership Team and CPD Coordinator. They are responsible for the co-ordination of this programme for all categories of staff and they also have responsibility for the induction of newly qualified teachers. The programme will run for the first two terms of the person's appointment. On completion of this period a check-list will be signed and dated by the co-ordinator and the new member of staff.
- 1.3 All teaching staff will be given the time on interview to familiarise themselves with school before taking up the appointment.
- 1.4 Support staff will be offered an induction programme applicable to their specific role.

2. Teaching Staff

- 2.1 All staff should have meetings with relevant senior staff. This will be, generally, organised on an annual basis and will take place prior to the commencement of employment. The programme should include:
 - Briefing by the Principal;
 - Induction on key curriculum policies (Behaviour, Teaching and Learning, Homework, Assessments, Marking, Care Procedures (RPI), Safeguarding and Child Protection);
 - Induction on key HR and H&S policies (Health and Safety, Fire Policy, Attendance Policy, Equal Opportunities and Dignity at Work, ICT Acceptable Use, Social Media Policy etc.);
 - SEN;
 - Professional Status;
 - Roles and responsibilities;
 - A guide through the Staff Handbook;
 - Line management procedures;
 - Communication sources (eg. email, meetings, shared server, notice boards etc., school calendar);
 - Pastoral system.
- 2.2 During the course of the year an induction programme should be organised that includes:
 - Performance Management;
 - Reports, report writing and Parents' Evenings;
 - Educational visits organisation;
 - The role of governors;
 - Professional development programme;
 - Target setting, monitoring and evaluation.

3. Newly Qualified Teachers

3.1 Entitlement

Before a NQT takes up an appointment, the following will be made available:

- The opportunity to visit the school to meet the Principal, Heads of Education and other colleagues;
- The School's Prospectus and all policies and procedures;
- The teaching timetable;
- Curricular documentation and text books relating to teaching subjects;

- ❑ Information about whole school equipment and resources available
- ❑ Explanation of the school's Development Plan.

3.2 A mentor will be allocated who is responsible for planning and facilitating the Induction programme.

3.3 During the course of the first year the school will aim to provide:

- ❑ Formalised observation schedule of experienced colleagues in the classroom;
- ❑ Observation of agreed lessons by a member of the Senior Leadership Team;
- ❑ Effective written and informal feedback following the observation;
- ❑ Visits to other academies/schools;
- ❑ Opportunities to meet and have discussion with other NQTs and other recently qualified colleagues;
- ❑ Opportunities for discussion on particular topics;
- ❑ A reduced commitment to provide cover for absent colleagues;
- ❑ The opportunity to attend INSET provided for NQTs.

NQTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined by the DfE.

The mentor for NQTs is a member of the Senior Leadership Team, who will be supported by the Principal. The mentor will:

- ❑ Work in partnership with the NQT and use "The Career Entry Profile", where appropriate, to identify targets, competencies and support for each term in the NQT's first year;
- ❑ Negotiate an action plan for the second year;
- ❑ Meet formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week;
- ❑ Meet informally when required to offer support and guidance.

4. Support Staff

4.1 All staff should be briefed by their line manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role.

4.2 All staff should also be introduced to relevant senior staff.

4.3 The induction programme should include:

- ❑ Briefing by the line manager;
- ❑ Information relating to the school/relevant department;
- ❑ Induction on key HR and H&S policies (Health and Safety, Fire Policy, Staff Leave of Absence Policy, Equal Opportunities and Dignity at Work, ICT Acceptable Use, Social Media Policy etc.);
- ❑ Child Protection and Safeguarding;
- ❑ Roles and responsibilities;
- ❑ A guide through the Staff Handbook;
- ❑ Line management procedures;
- ❑ Communication sources (eg. email, meetings, shared server, notice boards etc., school calendar);
- ❑ CPD opportunities/performance management process.

5. All Staff

5.1 Hours of Work

Your hours of work will be specified in your statement of particulars of employment.

5.2 Lunch Break

If you are entitled to a lunch break, this should be taken at a time negotiated with your line manager.

5.3 Staff Handbook

A comprehensive Staff Handbook is given to all staff on arrival. This includes a school map which will be useful to assist movement around the site during the first few weeks.

5.4 Sickness Reporting

In the event of sickness absence, on the first day of absence all staff are expected to:

- ❑ Make every effort to contact school on 09125 752357 between 7.30 and 8 am;
- ❑ On the fourth day of illness they should make contact with the Head of Admin & HR or appropriate manager to confirm the position;
- ❑ On the eighth day of illness they should obtain a doctor's certificate and submit this to the Head of Admin & HR or appropriate manager immediately;
- ❑ If an employee repeatedly fails to report sickness appropriately, they will be subject to the School's Disciplinary Procedure;
- ❑ If they consider the illness arises from an accident at work they must notify the Head of Admin & HR or appropriate manager to complete the relevant form;

All staff returning after an absence will have the opportunity to meet with the Head of Admin & HR or their manager.

If your illness continues for some time, it is important that you establish regular contact with your manager to keep them informed of your progress. This will enable the school to support you in your recovery and return.

In certain circumstances, where long term absence is due to recovery from an operation, maternity leave or a serious illness, a staged return to work that is mutually beneficial to you and the school may be negotiated.

In the case of serious illness, a referral to Occupational Health may be necessary to help ascertain the details of your illness and length of sickness time off involved. Full information is provided in the school's Managing Absence Procedure.

5.5 Hospital, Doctors and Dental Appointments

Employees should arrange Doctors/Dentists/Opticians visits to take place outside of normal working hours. However, when unavoidable, employees will be allowed time off inside work time subject to the agreement of the Senior Leadership Team/Heads of Education/Principal. Requests will be considered on an individual basis.

Hospital appointments are considered authorised absence and time off will be paid. Employees should be able to provide their manager with proof of their appointment (e.g. an appointment card or a copy of the appointment letter) when requesting time off to attend hospital.

5.6 Time Off for Medical Screening

Necessary paid time off shall be granted to employees for the purposes of medical screening.

5.7 Leave for Family or Personal Reasons

Leave with/without pay may be approved for those occasions when employees need time off for dependants or personal reasons, or to deal with an emergency. An emergency could be for any unexpected or sudden problems involving someone who depends upon another for help or care.

This may be for:

- Reasons where there has been a close family relationship who has died, is ill, is injured, or assaulted, or gives birth;
- Specific caring responsibilities;
- Family emergencies;
- Personal reasons.

For further information on leave of absence – refer to the Managing Absence Procedure.

6. Health and Safety

- 6.1 The school is responsible for your health and safety at all times during your employed hours. However, it is your responsibility as an employee to work with due care and attention for yourself, your colleagues, students and any visitors to the school, to ensure that health and procedures are followed correctly.
- 6.2 If you feel at any time that there is a health and safety issue within your team, you must contact your line manager immediately. If no action is taken, or you are dissatisfied with the response, you should refer the issue directly to a member of the Senior Leadership Team as soon as possible.
- 6.3 In the event of you or a colleague having an accident/incident during work hours which requires medical assistance, you should seek the nearest first aider (list of available first aiders posted around school). If the accident is serious and requires immediate medical attention, i.e. hospitalisation, you should contact the school office on 09125 752357 immediately, who will telephone for an ambulance.
- 6.4 In either event, first aid incident forms must be completed immediately or as soon as is practically possible in order to log such incidences. The school office will assist you with this paperwork.
- 6.5 All staff must ensure that they provide the school office with up-to- date information of their next of kin in case they need to be contacted in an emergency.

7. Emergency Evacuation

- 7.1 In the event of an emergency situation such as a bomb alert or fire, break the nearest fire point or notify the school office immediately and alert your colleagues. The fire alarm will then be sounded, and you should immediately proceed to the nearest fire exit following the signs and notices in your work area. You should familiarise yourself with these procedures and evacuation route from your work area.
- 7.2 As part of your job, you may be allocated a role or emergency post to assist in these proceedings, follow the instructions you are given in such an event.
- 7.3 The emergency evacuation procedures are displayed in all rooms and will be fully explained by your manager.

8. ICT

If your duties involve using a computer, the ICT Coordinator will set up your workstation and allocate you a username and password. All staff are required to ensure that they comply with the Data Protection Act.

9. Associated Policies

This policy should be read in conjunction with:

- Managing Attendance Procedure

- Sickness Absence Policy
- ICT Acceptable Use Policy
- Health and Safety Policy
- Health and Safety Policy Statement
- Equal Opportunities and Dignity at Work Policy
- Bullying and Harassment Policy
- Social Media Policy
- Safeguarding Policy

All policies are available to view on the school website or from the Head of Admin & HR.

10. Induction of New Governors/Trustees

An induction programme for new Governors is in place and a Handbook is available. The induction process will include:

- Visit to the school to include tour and visit to staff room;
- Meeting with the Chair of Governor regarding training needs;
- Meeting with the Chair of Governors/Vice Chair of Governors to explain committee structure, terms of reference etc;
- Induction course;
- Organisation of first meeting;
- Skills interest assessment;
- Assessment of future development needs.

Source: Personnel

Date Reviewed: 03.2018

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