



All Saints C of E
Infant and Nursery School

Selston C of E
Infant and Nursery School

Induction of New Staff Policy

*“Opening hearts and minds through
the grace and love of God”*

Reviewed: September 2023
Next Review Date: September 2025

ALL SAINTS CHURCH OF ENGLAND (VA) INFANT AND NURSERY SCHOOL

SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY SCHOOL

MISSION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Infant and Nursery School and Selston Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

Policy for the Induction of New Staff

Introduction

Induction is the effective introduction of a colleague to his or her role within the school.

This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave. All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of the school's employees. The comments of new and existing staff are welcomed, to help shape future induction procedures.

It is the school's aim that staff enjoy their time at the school, find it stimulating and worthwhile and feel that they are members of a successful and hardworking team. The school aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the targets and objectives of the school development plan. The school's induction procedures are designed to help to make this happen. The school recognises that pupils achieve most from a well-informed, highly motivated staff. New staff will be supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the school and its working practices as quickly and easily as possible. The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of the school.

Induction is the beginning of a process of ongoing professional development, to which the school is thoroughly committed. This includes the provision of support, training, appraisal and opportunities for career development.

The specific aims of the school's induction of new staff are:

- To ensure an understanding of the school's aims and ethos and how they impact on the implementation of school policy;
- To provide the individual with relevant school information;
- To ensure effective implementation of school policies and procedures;
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the school;
- To ensure implementation of the school's health and safety routines and requirements
- To identify the role the individual will play within the school;
- To learn more about the individual and his or her immediate long term professional needs and aspirations;

- To explain what the school can and will do to help the individual make an effective contribution to the school.

Induction Responsibilities

It is the Senior Designated Person's overall responsibility to ensure each new member of staff receives his or her induction entitlement.

Each new member of staff is assigned an induction mentor to help them accomplish the requirements of the job. Mentors will be chosen in relation to the nature of the appointment. All staff share a corporate responsibility for new members of staff to make them aware of day-to-day routines and procedures. It is in everybody's interest that each member of staff is able to contribute towards the fulfilment of our school aims.

Mentoring is the support, advice and guidance provided for colleagues to enable the development their expertise in their new role in order to become a confident team member.

New staff member:	Induction carried out by:	Allocated mentor:
Early Careers Teacher (ECT)	Tracy Gibbs / Lynette Hardwick	Assistant Head Teacher/Class Teacher
Experienced teacher	Tracy Gibbs / Lynette Hardwick	Head Teacher/ Assistant Head Teacher
Early Years Staff	Tracy Gibbs / Lynette Hardwick	Head of EYFS
Teaching Assistant	Tracy Gibbs / Lynette Hardwick	Teacher mentor
Lunch Time Supervisor	Tracy Gibbs / Lynette Hardwick	Office Manager
Parent helper/volunteer	Tracy Gibbs / Lynette Hardwick	Teaching staff to whom allocated
Assistant Head Teacher	Head Teacher	Head Teacher
Cleaner in Charge	Assistant Head/Head of School	Assistant Head/Head of School
Office Staff	Assistant Head/Head of School	Assistant Head/Head of School

Annual Induction for All Staff

All staff will be required to complete the Health and Safety Induction Checklist and Safeguarding Induction Checklist at the start of each school year. This will be carried out as part of an INSET day. The Head Teacher and Assistant Head Teacher are responsible for ensuring this happens.

Induction Pathway

The following describes what new staff can normally expect by way of induction. All new teaching and non-teaching staff will participate in the school's induction process. The level of support provided will be tailored to the new member of staff's role within the school and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

From application for the post until immediately prior to starting:

- Receipt of job description and person specification
- Receipt of details of school's aims and ethos
- Gain an understanding of the post through interview activities
- Agreement of contract and salary
- Familiarisation time in school, where possible, for teaching staff, spending time in school with future class
- Handover from previous post holder
- Meeting with a senior member of staff to discuss role and duties.
- Informal opportunity to meet staff and pupils.
- Completion of pre-appointment documentation
- Undertaking and additional training requirements, which may include safeguarding, first aid and food handling
- Information on additional expectations, including attendance at parent consultation meetings, evening and weekend events and functions, residential trips etc.
- Information on school dress code for staff

Immediately prior to starting:

- Formal meeting with appointed mentor and any other staff central to the new member of staff's responsibilities;
- Receipt of induction documentation;
- Receipt of the school's staff code of conduct and confidentiality agreement;
- Receipt and discussion of key school policies, which must include those covering:
 - Safeguarding, (including e-safety, mobile phones and cameras, use of reasonable force) which will include an explanation of the systems to support Safeguarding
 - Safeguarding summary leaflet
 - Part 1 (at least) of Keeping Children Safe in Education 2023
 - Curriculum, Teaching & Learning and Assessment
 - Health and Safety
 - Fire prevention, fire safety and fire evacuation procedures
 - First aid procedures and the procedures for the administration of medication
 - Whistleblowing
 - Equality policy

- Behaviour and anti-bullying
 - Critical Incident
 - Educational Visits
 - Risk assessment
 - Critical Incident
- Duty, assembly and other rotas;
 - School security procedures;
 - Briefing, as required, on any pupils with particular SEND issues or medical and dietary requirements;
 - Information on general topics, including:
 - Member of staff's school email address and intranet log-in details
 - Door codes and security information
 - Staff toilets and provision for storing personal belongings
 - Protective clothing and personal equipment, where the role requires this
 - Car parking and on-site vehicle movement

By the end of the first week:

- Further discussion to confirm understanding of school policies;
- New member of staff signs to confirm having read and understood relevant school policies, always to include:
 - Safeguarding Policy
 - Part 1 of Keeping Children Safe in Education 2023
 - Health and Safety Policy

Following on from this initial period, there will be regular points of contact between the new member of staff and his or her mentor and appraiser.