



# PENPOL SCHOOL

## Staff Induction Policy

Signed by:

_____	Head Teacher	Date: _____
_____	Chair Governors	of Date: _____

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Appendix 1: New Staff Induction Information Signing Sheet

## Statement of intent

Once a new employee has been appointed, **Penpol School** believes it is essential that they follow an effective induction procedure. Consequently, all governors, teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

Through this policy, we aim to ensure that every new staff member:

- Is welcomed by the school and governing board.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information.
- Meets the Head Teacher, governing board, staff and pupils.
- Understands the role of the governing board and its committees.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is provided with a comprehensive induction pack.
- Is presented with the opportunity to ask questions.

## 1. Legal framework

- 1.1. This policy has due regard to legislation and statutory guidance including, but not limited to, the following:
  - **DfE (2018) 'Keeping children safe in education'**
- 1.2. This policy operates in conjunction with the following school policies:
  - **Staff Leave of Absence Policy**
  - **School Staff Attendance Policy**
  - **Health and Safety Policy**
  - **Critical Incident Policy**
  - **Equal Opportunities and Dignity at Work Policy**
  - **Anti-Bullying and Harassment Policy**
  - **Child Protection and Safeguarding Policy**
  - **Staff Code of Conduct**
  - **Behavioural Policy**
- 1.3. All policies are available to view on the school website, staff room or from the **Deputy Head Teacher**

## 2. Roles and responsibilities

- 2.1. The **Head Teacher** is responsible for:
  - **Overseeing inductions.**
  - **The coordination of the induction programme for all categories of staff including newly qualified teachers (NQTs).**
  - **Ensuring that induction programmes run for the first two terms of a new employee's appointment.**
  - **Ensuring that all inductions include the receipt of a copy of part one of 'Keeping children safe in education'.**
  - **Upon completion of the induction period, ensuring that an induction completion checklist is signed and dated by themselves and the new employee.**

## 3. Teaching staff

- 3.1. All teachers are offered a **one-day** induction programme before taking up the appointment.
- 3.2. As soon as possible after their appointment, all teachers are briefed by their manager on issues relating to their appointment. This briefing includes detailed

information relating to curriculum departmental policies, resources and procedures that relate to their team.

3.3. During a teacher's first year, an induction programme is organised that covers the following:

- **Performance management**
- **Reports, report writing and parents' evenings**
- **Organising educational visits**
- **The role of governors**
- **Professional development**
- **Target setting, monitoring and evaluation**

3.4. All teachers have meetings with relevant senior staff on an **annual** basis prior to the commencement of the autumn term. The meetings include the following:

- **A briefing by the Head Teacher**
- **An induction on key curriculum policies (e.g. behaviour, teaching and learning, homework, assessments)**
- **An induction on key HR and health and safety policies (e.g. code of conduct, safeguarding and child protection, health and safety, fire safety, attendance, equal opportunities and dignity at work, ICT acceptable use, social media)**
- **The safeguarding response to children who go missing from education**
- **The identity and role of the DSL and any deputies**
- **Relevant information pertaining to SEND**
- **Roles and responsibilities**
- **The staff handbook**
- **The learning resource centre**
- **Line management procedures**
- **Communication sources (e.g. email, meetings, the shared server, notice boards, the school calendar)**
- **The pastoral system**

## 4. Newly qualified teachers (NQTs)

### Entitlement

- 4.1. Before an NQT takes up an appointment, the following is made available:
  - **The opportunity to visit the school to meet the Head Teacher and other colleagues**
  - **The school's prospectus and all policies and procedures**
  - **The teaching timetable**
  - **Curricular documentation and textbooks relating to teaching subjects**
  - **Information about any school equipment and resources available**
  - **An explanation of the SDP**
- 4.2. Every NQT is allocated a mentor who is responsible for planning and facilitating the induction programme.
- 4.3. During the first year, the school provides:
  - **A formalised classroom observation schedule conducted by experienced colleagues.**
  - **Observation of agreed lessons by a member of the SLT.**
  - **Effective written and informal feedback following the observation.**
  - **Visits to other schools.**
  - **Opportunities to meet and have discussions with other NQTs and recently qualified colleagues.**
  - **Opportunities for discussion.**
  - **A reduced commitment to provide cover for absent colleagues.**
  - **The opportunity to attend INSET days provided for NQTs.**

### Reports on progress

- 4.4. NQTs are made aware of the criteria used for monitoring progress, in line with the induction standards defined by the DfE.

### The role of the mentor for NQTs

- 4.5. NQTs mentors are members of the SLT, who are supported by the Head Teacher.
- 4.6. The mentor:

- **Works in partnership with the NQT and uses the NQT's 'Career Entry Profile' (CEP), where appropriate, to identify targets, competencies and support for each term in the NQT's first year.**
- **Negotiates an action plan for the second year.**
- **Meets formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week.**
- **Meets informally when required to offer support and guidance.**

## **5. Support staff**

- 5.1. Support staff are offered an induction programme applicable to their specific role.
- 5.2. As soon as possible after their appointment, all staff are briefed by their line manager on issues relating to their appointment. The briefing includes detailed information relating to departmental policies, resources and procedures that relate to the specific role.
- 5.3. The induction programme includes:
  - **A briefing by the line manager.**
  - **An introduction to relevant senior staff.**
  - **Information relating to the relevant school department.**
  - **An induction on key HR and health and safety policies (e.g. health and safety, fire safety, staff leave of absence, equal opportunities and dignity at work, ICT acceptable use, social media, staff code of conduct, behaviour).**
  - **Child protection and safeguarding.**
  - **The safeguarding response to children who go missing from education.**
  - **The identity and role of the DSL and any deputies.**
  - **Roles and responsibilities.**
  - **A guide through the staff handbook.**
  - **Line management procedures.**
  - **Communication sources (e.g. email, meetings, the shared server, notice boards, the school calendar).**
  - **CPD opportunities.**
  - **The performance management process.**

## **6. Annual leave**

- 6.1. Annual leave entitlement is allocated to full-time members of support staff, i.e. those who work during school time and holidays (52 weeks a year). Details are specified in contracts of employment.
- 6.2. Requests for leave should be negotiated directly with line managers and be taken during school holiday periods, unless agreed specifically with the employee's line manager.
- 6.3. Term time staff should not take leave during term time. If exceptional circumstances pertain, a request may be made directly to the **Head Teacher** (in writing) for consideration. If granted, the **Head Teacher** will decide whether the leave is paid or unpaid.
- 6.4. Further information can be found in the **Staff Leave of Absence Policy**.

## **7. Key considerations for all staff**

### **Hours of work**

- 7.1. Hours of work are specified in job descriptions.

### **Lunch breaks**

- 7.2. If staff are entitled to a lunch break, this should be taken at a time agreed with their line manager.

### **Staff handbook**

- 7.3. A comprehensive staff handbook is given to all staff on appointment – this includes a map of the school building and grounds.

### **Sickness reporting**

- 7.4. On their first day of sickness absence, all staff are expected to:
  - **Make every effort to contact their manager via phone or email no later than 1 hour prior to their start time.**
  - **On their fourth day of sickness absence, staff should contact the Head Teacher or appropriate manager to discuss the situation.**
  - **On the eighth day of sickness absence, staff should obtain a doctor's certificate and submit this to the Head Teacher or appropriate manager immediately.**
  - **If an employee repeatedly fails to report sickness appropriately, they will be subject to the school's disciplinary procedure.**
  - **If an employee considers the illness to have arisen from an accident at work, they must notify the Head Teacher or appropriate manager and complete the relevant form.**

- **When an employee falls ill during the summer break, they must inform the appropriate contact to ensure that payroll is notified – this applies to staff on 52-week contracts only.**
- 7.5. All staff returning from sickness absence have the opportunity to meet with their manager.
- 7.6. If the illness continues for an extended period of time, it is important that regular contact with the employee's line manager is established to keep them informed of progress – this will enable the school to support the employee's recovery and return.
- 7.7. 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 the employee and the school may be negotiated.
- 7.8. In the case of serious illness, a referral to Occupational Health may be necessary to help ascertain the details of the illness and the length of sickness absence involved. Full information is provided in the school's **Staff Attendance Management Policy**.

#### **Hospital, doctors and dental appointments**

- 7.9. Employees should arrange doctors, dentists and opticians visits to take place outside of normal working hours; however, when unavoidable, employees are allowed time off inside work time, subject to the agreement of the Head Teacher. Requests are considered on an individual basis.
- 7.10. Hospital appointments are considered authorised absence and time off is 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.

#### **Time off for medical screening**

- 7.11. Paid time off is granted to employees for the purposes of necessary medical screening.

#### **Leave for family or personal reasons**

- 7.12. Leave with or without pay may be approved for occasions when employees need time off for dependants for 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.
- 7.13. Personal leave may be granted for:
- **Circumstances where there has been a close family relation who has died, is ill, is injured or assaulted, or who gives birth.**
  - **Specific caring responsibilities.**

- **Family emergencies.**
- **Other personal reasons.**

7.14. The Head Teacher will determine whether the leave is granted with or without pay.

7.15. For further information on leaves of absence, refer to the **Staff Leave of Absence Policy**.

## **8. Health and safety**

8.1. The school is responsible for employees' health and safety at all times during their employed hours; however, it is every employee's responsibility to work with due care and attention for themselves, their colleagues, pupils and any visitors to the school, and to ensure that health and procedures are followed correctly.

8.2. If employees feel at any time that there is a health and safety issue within their team, they must contact their line manager immediately. If no action is taken, or if they are dissatisfied with the response, employees should refer the issue directly to a member of the SLT as soon as possible.

8.3. In the event of an employee having an accident/incident during work hours which requires medical assistance, they should seek the nearest first aider (list available from the school office). If the accident is serious and requires immediate medical attention, i.e. hospitalisation, they should contact the school office on telephone number immediately, who will telephone for an ambulance.

8.4. In either event, first aid incident forms must be completed immediately or as soon as is practically possible in order to log such incidents. The school office will assist you with this paperwork.

8.5. 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.

## **9. Emergency evacuation**

9.1. In the event of an emergency, such as a bomb alert or fire, staff should break the nearest fire point or notify the school office immediately and alert their colleagues. The fire alarm will then be sounded, and staff should immediately proceed to the nearest fire exit following the signs and notices in their work area. Staff should familiarise themselves with these procedures and the evacuation route from their work area.

9.2. As part of their job, staff may be allocated a role or emergency post to assist in these proceedings. Where an emergency post is allocated, staff should follow the instructions they have been given.

- 9.3. The emergency evacuation procedures are displayed in all rooms and will be fully explained by line managers.

## **10. ICT**

- 10.1. If an employee's duties involve using a computer, the **IT manager** will set up their workstation and allocate them a username and password.
- 10.2. All staff are required to ensure that they comply with the Data Protection Act 2018.

## **11. Induction of new governors**

- 11.1. An induction programme for new governors is in place and a handbook is available.
- 11.2. The induction process includes:
- **A visit to the school including a guided tour and visiting the staffroom.**
  - **A meeting with the link governor regarding training needs.**
  - **A meeting with the chair of governors to discuss committee structure, terms of reference, etc.**
  - **The organisation of their first meeting.**
  - **A skills interest assessment.**
  - **An assessment of future development needs.**
  - **Receiving a copy of part one of 'Keeping children safe in education'.**
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## **12. Monitoring and review**

- 12.1. This policy will be reviewed by the Head Teacher and the governing board on an annual basis.
- 12.2. Any changes to this policy will be communicated to all staff and other interested parties.
- 12.3. The next scheduled review date for this policy is October 2020.

## Appendix 1



### NEW STAFF INDUCTION INFORMATION

NAME

DATE:

#### **Policies available to read on the School Website**

- Anti-Bullying Policy
- Child Protection & Safeguarding Policy
- Equal Opportunities & Dignity at Work Policy
- Fire Control Plan
- GDPR Privacy Notice for the School Workforce
- SEN Policy

#### **Policies available to read in the School Staff Room**

- Classroom Risk Assessments
- Early Years Risk Assessments
- E-Safety Policy
- Information for joining Unison
- Fire Control Risk Assessments
- Keeping Children Safe in Education
- Professional Standards for Teaching Assistants (as required)
- School Safety Induction for Supply Staff, Visitors & Voluntary Helpers
- Sporting Activities Risk Assessments
- Statement of Safety Policy
- Whistle Blowing Policy
- Child Protection Summary for all Temporary Staff
- Code of Conduct
- Conflict of Interest
- Lunchtime Rule & Procedures
- Parent, Carer, Volunteer & Visitor Code of Conduct
- Staff Handbook

SIGNED AS RECEIVED: