

West Earham Infant and Nursery School
Induction Policy

1. This policy is intended to ensure:

- a) New employees are welcomed and made to feel welcome in their new post
- b) New employees receive appropriate information and understand clearly what is expected of them.
- c) New employees know who to go to for help.
- d) Each employee has the opportunity to perform to his/her best ability to support the aims and ethos of the school, from the date of appointment.
- e) Each employee whether temporary or permanent, has a planned induction appropriate to their role in school.
- f) The school has made additional considerations regarding disability and mobility if relevant.
- g) Induction is part of a timed process and is separate but runs parallel with individual training needs.
- h) New members of staff are enabled to integrate positively with colleagues who are already familiar with each other and with the routines and procedures of the school.

2. Responsibility for induction:

The Head Teacher may choose to delegate responsibility for induction of new staff wholly or in part to staff with specific roles or responsibilities i.e health and safety.

Responsibility may be delegated as follows:

INDUCTION TOPICS	Responsibility for induction	Policy/Doc/Procedure/Training to be included in meeting	Meeting to occur on
Pre-Employment	School Secretary	Pre Employment – Safer Recruitment meeting	Prior to Arrival
Preparation for arrival	School Secretary	Stage1 – Induction checklist 1	Prior to arrival
Welcome. Routines/school life “check in” meetings	Head teacher/ Senior leadership team/Operations Manager/Buddy	Stage1 – Induction checklist 2 Stage2 – Induction checklist 9 Stage2 – Induction checklist 10	First Day Within First Three weeks
Security/Passwords/Door codes Health and Safety	School Secretary/Operations Manager	Stage1 – Induction checklist 3 3i, 3e, 4g, 4i, 4j, 4k 5a-g	First Day
Key Messages Teaching and Learning Curriculum	Head Teacher/Senior leadership team	Stage1 – Induction checklist 4 3f,3g,3h,3m 4a	First Day
Safeguarding and Child Protection	Head Teacher/Designated Safeguarding Officer	Stage1 – Induction checklist 5 3c,	First Day
Inclusion/Behaviour	Inclusion Leader	Stage2 – Induction checklist 6 3d,3j,3k	Within First week
Communication, Policy and Procedures	Operational Manager	Stage2 – Induction checklist 7 3a,3b,n 4b,4c,4d,4e,4f,	Within First week
Technology	ICT subject lead	Stage2 – Induction checklist 8 3l	Within First week

Associated policies, documentation, procedures and training

These are subject to change as and when required but core policies will remain.

3. Policies

- a) Equality Policy
- b) Staff handbook - (standard operational procedures)
- c) Safeguarding children in education/child protection policy -
- d) Behaviour for learning policy
- e) Health and safety policy
- f) Disciplinary and Grievance policy
- g) Code of conduct – *copy and signed copy returned*
- h) Confidentiality Policy
- i) Privacy notice
- j) Touch and Restrictive Physical Intervention policy
- k) Anti-bullying policy
- l) Social media, E-safety, computing and safe use of Images
- m) Whistleblowing
- n) Modal Visits Policy
- o) General Data Protection Regulations Policy

4. School Working Practices (Procedures)

- a) Notice of sickness absence
- b) Dropping off and Hometime
- c) Moving around school
- d) Who's who?
- e) Home visits – if relevant
- f) Lone working
- g) Emergency procedures
- i) First Aid – Accident/Illness Procedure
- j) Incident Reporting – OSHENS Procedure
- K) Infectious Diseases
- L) Manual Handling
- M) Anti-Bullying Procedure

5. Training

Some of this training is delivered via E-learning from Norfolk County Council or SSP online partner and may not be specific to role. This will be carried out in the first Month.

- a) Safeguarding training Part1 and Part2 – Week 1
- b) General Data Protection Training – Week 1
- c) Fire prevention and procedures – Week 1
- d) Introduction to health and safety – Week 1
- e) Hazardous substances – Week 1 – if relevant for job role
- f) Manual handling - Week 2
- g) Personal Safety – Week 2
- h) Risk Assessments – Week 3
- i) Slips and Trips – Week 3

Behaviour and Safeguarding briefings are delivered by key specific staff.

Training specific to approaches to teaching and learning (i.e RWInc) is organised by Senior Leaders as role dictates.

Approval This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **June 2018** the date of the next formal review will be **June 2021** and every three years thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.