



GLENBROOK SPENCER ACADEMY

Induction Policy 2021-2022

Glenbrook Spencer Academy

Introduction

This policy applies to all employees and also, as appropriate, to volunteers, governors, trainees and students. All will receive a tailored induction programme which will include appropriate, relevant information dependent upon their experience level. Further training, observation, coaching and mentoring may also be required. Safeguarding and Health and Safety will feature prominently in every induction programme.



Aims

To give new members of staff the support they need in order to become competent and reflective practitioners and ensure they feel valued and able to work as effectively as possible.

The induction process will:

- Outline the school's ethos, vision and values (PLACE)
- Provide information about the school's policies and procedures
- Consist of relevant safeguarding training
- 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
- Identify any training needs where required

The induction programme will include:

- A checklist of policies, procedures, roles and responsibilities, health and safety, safeguarding and equipment
- A tour of the school and accompanying map
- Details of support available
- Familiarisation of the working environment
- Introduction to the Head teacher and relevant staff

Induction Roles and Responsibilities

While the roles and responsibilities for induction are clearly outline, it is the intention that a supportive ethos is generated where new staff are encouraged and supported by every colleague within the school.

The Head Teacher



The Head teacher is responsible for the overall management and organisation of induction, including NQT induction across the school.

Assistant Head teachers

- Ensure that an induction takes place
- Have an induction programme arranged
- Check the completion of the induction checklist
- Complete their relevant section of the induction checklist
- Meet with the inductee prior to induction to make pre-assessments
- Receive appropriate information as required in the checklist
- Are aware of the relevant policies and procedures
- Ensure the Induction folder is kept up to date
- Liaise with office staff about necessary arrangements for inductee to come into school

The Governing Body

- Monitor the establishment and implementation of induction arrangements in the school
- Takes into account the school's responsibility to provide the necessary monitoring, support and assessment for NQTs when selecting new staff

NQT Mentors

- Are aware of and able to implement the induction requirements
- Arrange an effective programme of internal and external training, guidance and support
- Liaise and collaborate with all partners in the induction process
Monitor the NQT's progress towards satisfactory (or better) completion of NQT year gathering evidence for fair and rigorous assessments
- Discuss and review, with the NQT, their teaching and progress against their objectives and the induction standards



Designated Safeguarding Leads (DSLs and ADSLs)

- Complete relevant sections of checklist
- Support inductee with safeguarding training
- Provide any necessary paperwork

Office Staff

- Check and Photocopy form of identification
- Ensure inductee is signed in through the school's system
- Provide inductee with any necessary equipment should this be required e.g. Fob
- Take volunteer references as per application
- Process volunteer DBS applications
- Check all necessary credentials including letter outlining competency to work with children and that all background checks have been completed
- Check background information with relevant companies
- Complete GDPR, Privacy and Pecuniary Interest forms

Inductees

Inductees will need to bring with them a current form of identification, current DBS if relevant and a letter on headed paper outlining that all relevant checks have been carried out and they are safe to work with children. In addition they will also need to provide up to date contact details.

Induction Programmes

Induction for a new member of staff

- All new staff are invited to visit the school before they take up the post
- All new staff have access to the school's policies and staff handbook and are expected to develop their understanding of these
- All new staff to meet with the Head teacher or Assistant Head teachers within their first week
- An induction programme is completed prior to beginning a teaching role which will include safeguarding and health and safety



- All new staff to be provided with information on appraisals
- All new staff are expected to contribute towards the school's PLACE values to ensure a conducive environment for learning
- New teachers to meet with the SENDCO to discuss the needs of particular children in their class
- All new staff provided with relevant CPD dependent upon their needs

Induction for Volunteers (Adults)

- All volunteers to have a meeting with an Assistant Head teacher prior to induction
- An induction programme is completed prior to beginning the role which will include safeguarding and health and safety
- All volunteers to complete relevant documentation (Spencer Academy Trust Volunteer forms) and provide references
- All volunteers to complete GDPR forms and Pecuniary Interest forms
- All volunteers to have access to relevant policies and procedures
- All volunteers to be introduced to the staff they will be working with
- All volunteers to have a teacher as a support person with which they will be working with
- All volunteers to have completed the induction prior to them starting work which will include safeguarding and health and safety
- All volunteers are expected to contribute towards the school's PLACE values to ensure a conducive environment for learning
- All adult volunteers must have DBS clearance before starting their role

Induction for Students

- All students to have a meeting with an Assistant Head teacher prior to induction
- A checklist completed with all students which outlines all policies and procedures on their first day of beginning school placement
- All students will have relevant safeguarding training from a DSL or ADSL
- All teaching practice students to have a copy of school policies and procedures as well as a staff handbook



- All new students are expected to contribute towards the school's PLACE values to ensure a conducive environment for learning
- All students must have DBS clearance before starting their role

Induction for Work Experience

- All work experience students to have a meeting with an Assistant Head teacher prior to induction
- A checklist completed with all work experience students which outlines all policies and procedures on their first day of beginning school experience
- Work experience students to have a condensed safeguarding induction ensuring they speak to a mentor or DSL if they have a concern about any child
- All work experience students are expected to contribute towards the school's PLACE values to ensure a conducive environment for learning
- All work experience students to be given a timetable for the week
- Work experience students do not need to be DBS checked but must not be left alone at any time

Induction for new Governors

- All new governors to complete induction programme through the governing body and the Induction Co-ordinator
- All new governors have access to the school's policies and staff handbook and are expected to develop their understanding of these
- All new governors to complete GDPR and Pecuniary interest forms through the Governing body
- All new governors are expected to contribute towards the school's PLACE values to ensure a conducive environment for learning
- All roles and responsibilities will be outlined at Governors Meetings by the Chair and Vice Chair.



Policy prepared by:	Luke Tantum
Date prepared	20 th July 2021
Date ratified by the full Governing Body:	
Signed:	Chair of Full Governing Body
Signed:	Principal
<u>Review date: July 2022</u>	

Appendix: Induction Checklist

Induction Check List



Name of Inductee: Date:

Role: Teacher/TA/Admin/Mid-day/Premises/Volunteer/Student/Supply teacher

Necessary Documents – Before Commencing Employment	Checked
DBS Number	
References	
Photo ID	
Childcare Disqualification Declaration Form/Letter	
Welcome to the School	Checked
Copy of the Staff Handbook given out and discussed	
Show where policies can be accessed	
PLACE values	
Safeguarding	Checked
Safeguarding Induction and necessary forms completed	
Copy of safeguarding policy shared and discussed	
Whistle blowing policy shared and discussed	
Child Protection Policy shared and discussed	
Introduction to DSLs (including poster)	
Introduction to CPOMS and procedures for reporting concerns	
Code of Professional Conduct shared and discussed	
Level 2 safeguarding CPD organised/completed	
Behaviour policy shared and discussed	
Use of mobile phones in school	
Hours of Work	Checked
School term dates and times of school day/working hours	



Timetable shared	
Attendance and Absence Procedures	
Tour of the School	Checked
Descriptions of the key parts of the school	
Parking Facilities and arrangements – NG8 3BB	
Eating Facilities and arrangements	
Introduction to key members of staff	
Introduction to Head teacher/Executive Head teacher	
Introduction to mentor/link within school (email address shared)	
Health and Safety	Checked
Procedure in the event of an accident	
Fire Safety procedures discussed and evacuation procedures shown	
First aiders in school poster shared	
First aid procedures discussed and aware of first aid kits in school	
Security	
Roles and Responsibilities	Checked
Role within school discussed and timetable completed	
School CPD policy shared	
Registration system (SIMS)	
Equipment Check	Checked
Fob	
ID card – photo taken on induction day	
Laptop/I pad	
Data Collection and Privacy	Checked
GDPR and Pecuniary Interest forms discussed, signed and completed	



Health form completed	
On single central record	
Privacy Notice	

Induction completed by:

Assistant Head teacher: Luke Tantum/Victoria Cairns

Office: Sarah Driscoll

Safeguarding: Joy Smith

In school Mentor:

Start Date:

Two week Inductee Check Complete:

