



Hyde Community College

Staff Induction Policy

Approved by Governors:	31/01/2018
Date to be reviewed:	Jan 2019

Staff Induction Policy

This policy applies to all employees and also, as appropriate, agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, or governor to the duties of the post and to the school as a whole provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The induction programme should be cross-referenced to the Newly Qualified Teacher (NQT) induction requirements and probationary periods for support staff as appropriate.

The induction process will:-

- Provide information and training on the school's policies and procedures.
- Provide Child Protection/Safeguarding training.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community.
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Identify and address any specific training needs.

The induction programme will include:-

- an induction checklist of the policies, procedures and training to be covered
- an induction timetable
- details of help and support available
- details of work shadowing, if appropriate
- a diary of induction meetings

The Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided which will include:-

- a statement of training needs, in particular child protection and Health and Safety
- a checklist of the policies and procedures
- details of help and support available
- a diary of meetings

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder

Teaching staff

All new staff should be given appropriate induction advice, training and resources relating to:

- Safeguarding and Child Protection
- Health & Safety
- Fire and emergency procedures
- First Aid procedures
- Teacher standards
- Behaviour management systems
- Schemes of work
- Staff handbook
- Relevant policy documents
- Timetables
- Access to ICT systems
- Special Education Needs and Disabilities (SEND)
- GDPR requirements

Support Staff

All new staff should be given appropriate induction advice, training and resources relating to:

- Safeguarding and Child Protection
- Health and Safety
- Fire and emergency procedures
- First Aid training and procedures
- Relevant policy documents
- Staff handbook
- Access to ICT systems
- School administrative systems and procedures
- Specific job related training such as computerised managements systems SIMS/FMS/G4S etc.
- GDPR requirements

Governors

All new Governors should be given appropriate induction advice, training and resources relating to:

- Governors' Induction Handbook
- Safeguarding and Child Protection
- Health and Safety
- Fire and emergency procedures
- First Aid procedures
- Code of conduct for Governors
- Current relevant school information, policy documents and school improvement plan

- School brochure, Ofsted and school performance data
- Department for Education (DfE) information on the role of the Governor
- Governing Body Policy Documents (where to find them)
- Date and times of whole governing body and sub -committee meetings
- Latest governing body report to parent
- Information and access to governor training
- Latest Governance statement
- Access to the NGA website
- Logging on to the school's email system
- GDPR requirements