
SAINT NICHOLAS SCHOOL

STAFF INDUCTION POLICY

Note: This policy applies to all sections of the school including EYFS

Reviewed July 2019

Review Date July 2020

“Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications, references and enhanced DBS.”

1. INTRODUCTION

The process described in this policy is designed to ensure that all staff newly appointed to Saint Nicholas School are informed about the procedures, documentation and routines of the school, with particular regard to safeguarding. The procedures ensure that new members of staff are provided with the information and professional support needed for effective integration into the Saint Nicholas School community. The responsibility for this is a duty of the SLT. Heads of Sections, Heads of Departments and subject leaders/coordinators support the SLT in the process.

The induction of Newly Qualified Teachers is documented in a separate policy.

2. ON APPOINTMENT

A letter of appointment will be sent by the Head.

A contract of employment will be prepared by the Head's PA/Bursar.

2.1 Preliminary visit(s)

Preliminary visit(s) ensures that the new staff member:

- for teaching-related posts, meets with the subject leaders / coordinators for discussions on: timetable, schemes of work, curriculum planning, room allocation, budget procedures and general day-to-day running of the department etc.
- for non-teaching posts, meets with line manager to begin induction process
- tours the school and has the opportunity to ask questions.

2.2 Induction Meeting(s) prior to or on start date

All new staff meet with a member of the SLT prior to their start date for an induction meeting. This meeting will include familiarisation with the following (this is not an exhaustive list, simply a sample of the content. For further details, see Appendix for the induction checklist):

- Safeguarding:
 - Part 1 KCSIE & Annex A
 - Information about the identify and role of the Designated Safeguarding Lead (DSL) and Assistant DSLs
 - Safeguarding & Child Protection Policy
 - Whistleblowing Policy
 - Staff Code of Conduct including acceptable use of technologies.

- Health and Safety:
 - Emergency evacuation procedure
 - Fire procedures
- School Policies
 - Key policies will be given to new staff through the induction process. All school policies can be found on the Staff drive and new members of staff will be directed to this area so that they can familiarise themselves with further school policy.
 - It is the responsibility of new members of staff to visit the staff drive and familiarise themselves with the policy documentation it contains.

2.3 Subject-teacher meetings

It might also be necessary for new teaching staff to attend subject planning meetings prior to taking up post. These may take place in the holiday periods immediately prior to starting at Saint Nicholas.

3. TERM 1

The heads of section, department and subject leaders have responsibility for ensuring that day-to-day departmental and subject routines are clear and familiar to the new member of staff. Weekly meetings and informal discussion will be required as part of the induction of new members of staff.

Heads of section or department/subject leaders advise on such matters as health and safety procedures and risk assessment within their department or subject area. Where relevant they also cover assessment, recording, report writing, policies, curriculum planning, subject development, parental consultation, information about pupils with EHC plans and pupil passports or IEPs.

3.1 Pastoral form/class responsibilities

Most teachers are required to take on the role of form / class teacher (with the exception of newly qualified teachers). This requirement will have been discussed and agreed at the time of appointment. It will be the responsibility of the Deputy Head Teacher / Heads of Lower School / Assistant Head (Pastoral) to ensure that the new member of staff is fully aware of the responsibilities of the form tutor and provide the new tutor with information about the pastoral needs of the pupils in his/her form.

3.2 Health & Safety

Within the first two weeks, general 'Health and Safety' instruction will be given to the new member of staff by the Deputy Head. This instruction will involve a tour of the school to familiarise the member of staff with fire exits, alarms, security etc. **It is expected that new members of staff will ensure that they have read the Health and Safety Policy in the staff handbook.** This health and safety instruction is in addition to the health and safety procedures for specific curriculum subjects.

3.3 Lesson observations

As part of the appraisal procedure at Saint Nicholas School new teaching members of staff will have lessons observed by any of the following: Head, Deputy Head, Subject leaders / coordinators, Head of Section. The member of staff being observed will be informed in advance that the lesson observation is to take place and the focus of the observation will be agreed in advance. A review of the will be undertaken afterwards; this may take the form of an informal discussion. If there are major concerns by either the observer, or the new member of staff, it may be a more formal (documented) meeting.

4. TERM 2 AND TERM 3

The subject leaders / coordinators will continue to oversee and support the new member of staff in the day-to-day subject/departmental issues. The Deputy Head teacher / Head of Section will continue to provide support in the pastoral role of form tutors, and for any general concerns.

INDUCTION CHECKLIST

NAME _____

On appointment

	With / by?	Date completed	Any follow up issues/concerns
Receive a letter of appointment	Headteacher		
Receive a job description issued	Head's PA / Bursar		
Receive a contract of employment	Head's PA / Bursar		
Visit(s) to the school prior to the start of taking up post	Deputy Head / Head of Section		

Preliminary visit(s)

	With / by?	Date completed	Any follow up issues/concerns
Tour of the school. Issued with map of school, specialist rooms, Introduction to colleagues	Induction lead		
General subject-related meeting	Subject leader		
Confirmation of details of pay, conditions, and contract of employment, when and how paid, Conditions of Service, Sick pay arrangements, Sickness absence notification procedure	Head's PA / Bursar		
Directed to the Staff Area – our online 'Staff handbook'	Head's PA / Bursar		

Pre-term induction meeting (or Day One induction meeting)

	With / by?	Date completed	Any follow up issues/concerns
Safeguarding & Child Protection			
Child Protection issues and procedures	Designated Safeguarding Lead		
Please sign to confirm that you have read and understood the KCSIE Part 1 & Annex A, Safeguarding & Child Protection Policy, Whistleblowing Policy, Behaviour Policy, Staff Code of Conduct, ICT AUP.		Date	Signature
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Health & safety – whole school			
Tour and instruction to include fire drills and rendezvous point, accident procedures, Security arrangements, Health & safety policy.	Health and Safety Officer		

Health & safety – subject based Subject risk assessments as applicable to include safety equipment.	Head of Section		
Personal Work Protocol Staff roles and responsibilities, Line Manager, reporting sick or staff absence, Use of photocopier /telephone/ Internet, Continuing Professional Development Programme Performance management procedure, dress code, times of work Social events, Staff room protocol (coffee money/birthdays), Smoking policy, Staff lunches, Trade union membership, Parent Teacher Association	Induction lead		
School Policies Where to locate all school policies. Subject policies and planning.	Induction lead Head of Section		
Assessment Reporting, parental meetings etc. discussed. To include marking policy, coursework etc.	Assistant Head Academic / Head of Section		
Performance appraisal Explanation of the system at Saint Nicholas School	Head of Section		
Times & Dates School timetable; Dates of school year, Staff development days', Holiday dates, Times of school day, Weather closure procedures, Timetable for school trips Assemblies, Special events, Exact lesson times	Induction lead		
Day-to-day teaching Departmental and subject routines are clarified. To include homework, trips & visits, timetables, duties, clubs & activities	Induction leader		
Form teacher responsibilities	Assistant Head Pastoral		

Procedures, uniform, homework planners, form dues, wet breaks, snacks, newsletters	Co-tutor		
General school matters School organisation, absence procedures, Sanctions & rewards, school rules, communication, office support staff, photocopying, notice boards	Induction lead / Head of Section		
Health and medical Medical matters, Giving medication, First Aiders, Medical procedures for unwell pupils	Health and Safety		

Teaching staff only

Term 1	By ?	Date completed	Any follow up issues/concerns
Lesson observation 1	Member of SLT		
Lesson observation 2 – if required	Member of SLT		
Term 2 & 3	By ?	Date completed	Any follow up issues/concerns
Confirmation of contract	Headteacher		