



PROSPECT HOUSE
SCHOOL

STAFF INDUCTION POLICY

OCTOBER 2020

STAFF INDUCTION POLICY

This policy applies to all new school staff who will receive an induction programme which will include appropriate information, training, observation, and mentoring.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new member of staff to the duties of the post, and to the school as a whole, provide the foundation for successful contribution to the school. The induction process is designed to help new staff become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process should:

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the staff member 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
- Explain the school's Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

The induction process will include:

- A meeting with the Headteacher or senior member of staff on their first day
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents
- Explanation of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc, the designated mentor or supervisor
- Introduction to your mentor

The Deputy Head and the Head of the Lower School is responsible for the overall management and organisation of induction of new teacher employees.

The SLT are responsible for effective induction:

- Ensure that a new member of staff is made welcome
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated.

All new staff will be given appropriate induction advice, training over a period of time and as necessary. The proforma is not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder. The aim is to make it easy for the new member of staff the right questions as there is so much that that will be taking in on the first few days.

Proforma for new staff

It is your obligation and duty to read the required documents and ask any questions should you have any questions.

These will be discussed, and the information handed out on your first day with your meeting of the Headmaster, Deputy Head and Head of the Lower School

- Have you read the latest COVID 19 Risk Assessment?
 - Have you read KCSIE, Part 1?
 - Have you read the Safeguarding policy?
 - Whistle-blowing policy
 - Do you know who the Designated Safeguarding Leads (DSLs) are?
 - Have you read the Behaviour policy?
 - Have you read the Fire policy?
 - Do you know the fire exits and where your class and congregates?
 - Have you read the Digital Use Policy?
 - Have you read the Marking policy?
 - Have you been informed of GDPR?
 - Medical and SEND information of children in your care?
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- Have you received your timetable with your duties?
 - Have you received the front door code?
 - Have you received your iSAMS password?
 - Have you received your username and password for your Google account?
 - Have you received your login details for the computer?
 - Do you know how to access Faculty Drive?
 - Do you know where the planning is?
 - Do you know the homework policy and expectations?
 - Have you had help setting up mail on your devices?
 - Have you had your photo taken for the website and badge?
 - Do you know how to access CPOMS
 - Do you have a scanned signature for parent notes?
 - Do you know about curriculum evening?
 - Do you know the wet play procedures?
 - Have you been given the planning a trip tick sheet and booking form (if appropriate)?

Other important information

- Phones are not to be used in lessons
- You must sign in and out when you leave the building
- Please dress professionally at all times
- Confidentiality is key
- Social media - make your accounts private, be careful what picture you upload, no colourful language, never mention the school

Key dates are given out at the first staff meeting and can also be found on the school calendar.

