



**CRESTWOOD
COMMUNITY SCHOOL**

NEW STAFF INDUCTION POLICY

**SEPTEMBER 2022
Review Date - September 2023**

Approved by GB - 10.10.22

**(This policy should be read in conjunction with the New Staff Induction Handbook,
which contains links to all the policies and documents mentioned)**

Statement of Intent:

All new staff, whether permanent or temporary, full or part-time, volunteers, casual workers or governors, will be given an induction into the school and their role. This will allow them to fulfil and develop in their professional role within the school and to perform their role in line with the ethos and values of the school. The induction programme will vary in nature according to the role and previous experience of the new member of staff, but will always include setting out the boundaries and expectations of their role and their responsibilities around safeguarding and protecting children and the conduct and behaviour expected of them.

All new staff will initially be given basic information about the school, in the form of the New Staff Induction Booklet, which will be sent out with their offer of employment.

On commencement of employment, a structured induction programme is in place to ensure that all staff receive the necessary training around Safeguarding, Health and Safety, GDPR, workplace familiarisation and an introduction to key policies adopted in school that all staff need to be aware of. An example of a typical first day Induction Programme can be found at the end of this policy.

All new staff will be given a mentor.

Induction will ensure that staff will develop their skills and competencies in the post and grow in their understanding of the culture of the school. Induction is the first element of a structured and comprehensive staff development programme offered within the school.

Early Career Teachers (ECTs) will be given a formal induction process for their statutory induction period and will be given a programme of training sessions throughout their time at Crestwood. Further information on this will be provided by Yvonne Scott, Assistant Headteacher/ECT Programme Lead.

Aims:

The purpose of the induction programme is to -

- Help new members of staff settle quickly into the job and provide support as appropriate
- Demonstrate the importance the school attaches to the individual's continuous development and provide training as appropriate
- Provide information on key policies, procedures and reporting procedures, particularly those linked to Safeguarding, Child Protection, Prevent and Health and Safety
- Confirm the Staff Code of Conduct and expectations of staff
- Provide opportunities for the new member of staff to ask questions and raise concerns
- Enable the individual to meet with their mentor
- Help maximise the opportunity for the new member of staff to become effective in their role
- Provide opportunities for the new member of staff to meet others and to begin the process of integration into the Faculty, Department and School

On Appointment -

Upon being appointed as a member of staff at Crestwood, until immediately prior to commencing role, the following process would be expected to happen -

- Receipt of offer of employment, closely followed by official contract of employment.
- New Staff Handbook to be received with Offer of Employment.
- DBS Check to be carried out - new employees will be sent information on what they need to provide in order for this to be processed.
- Completion of other pre-employment checks and documentation, as directed by HR staff.
- Meeting with your Mentor/Faculty Lead/Line Manager to discuss roles and duties.
- Familiarisation time in school, where possible. Teaching staff will be invited to spend time in school with their future class(es).
- A handover period with the previous postholder.
- Informal opportunities to meet staff and students.
- Undertaking any additional training required for the post, e.g. First Aid, Food Handling, additional Health and Safety training. This is dependent on the role, however, all staff will be required to complete statutory training on Safeguarding, Child Protection, Prevent, DSE Users, Fire Safety Induction and Moving and Handling. These are all online courses and instructions will be given on how to complete.
- Information received on additional expectations, e.g. directed time for teaching staff including attendance at parent consultation meetings, evening and weekend functions and residential trips.
- Information received on dress code for staff.

Induction Process

In addition to the above, there is a formal induction process in place which continues throughout the first year of employment. The process usually takes the following format -

- New Staff Induction Day for all staff commencing employment in July-September each year, takes place in early July. For staff starting at other times during the year, their first day of employment will usually act as an induction day.
- Inset Day in September each year before term commences - gives new staff the opportunity to be introduced to everyone and be given vital information in preparation for the new academic year.
- Weekly induction sessions are set throughout the year, from 3-4pm. Some of these sessions are aimed at ECTs, but all new staff are welcome to attend. A programme of topics will be sent to new staff when they commence employment.
- Mentor/Line Manager will meet with the new member of staff at regular intervals to make sure everything is going well and answer any questions/address any concerns.
- Regular staff training and development is offered in the form of Twilight sessions throughout the year. There are usually around six of these sessions, which take place on Mondays from 3.00-5.00pm.

- In conjunction with your line manager, all staff will be set targets for personal development, Faculty improvement and whole school improvement annually as part of the ongoing CPD programme. These are reviewed at the end of September each year and new ones set. Performance against these targets is reviewed regularly in line management meetings and is linked to pay progression at the end of each year. In the case of under-performance, support may be put in place. Please see our Performance Management and Capability and Pay policies for more information on this.
- During the first month, regular review meetings will be held with your Mentor/Line Manager. A new member of staff can request a meeting at any time if they have issues they wish to raise.

Induction Programme

A typical Induction Programme will cover the following -

Headteacher's Welcome SLT roles and responsibilities Expectations of school/protocol Staff Dress Code Staff Code of Conduct Documents/new starter checklists
Admin and Finance Pay and payslips Accessing ESS Lite DBS renewal system CPD applications Confidentiality/Data Protection/GDPR (including access to files) Making and receiving personal telephone calls Catering facilities (canteen, tea/coffee making facilities) Lunch account (fingerprint, machines, online account) Take fingerprints
Reporting absence procedures Requesting time off/planned absence Cover Timetables Signing in and out/Issue ID cards ICT logins (network, SIMS, 4 matrix and email) Photocopying and reprographics
Wellbeing at work Medical forms completed First aid procedures made clear Introduction to First Aiders Location of first aid equipment

Safeguarding

Key Policies -

- Safeguarding
- Child Protection
- Prevent
- Social Media
- Acceptable Use of ICT
- Whistleblowing
- Staff Code of Conduct
- Low Level Concerns
- Dignity at Work
- Avoiding Unnecessary Contact and Allegations Guidance
- Keeping Children Safe in Education
- Staying safe online - our social media platforms and importance of staff privacy settings
- Elearning explained

Classcharts

Pastoral/SEN Structure

Behaviour Policy and use of rewards and sanctions

Health & Safety

Health & Safety Brief and instructions on training required

Key Staff

New Staff/ECT Induction Lead	Yvonne Scott, Assistant Headteacher yvonne.scott@crestwood.hants.sch.uk
HR Manager (Contracts/Employment)	Kate Dalton kate.dalton@crestwood.hants.sch.uk
Business Manager (Pay/Training)	Julia Hughes julia.hughes@crestwood.hants.sch.uk
Site Bursar (Health and Safety)	Alan Hussey alan.hussey@crestwood.hants.sch.uk
Network Manager (IT/ID Cards)	Sam Clark sam.clark@crestwood.hants.sch.uk
Safeguarding Lead	Tim Nash tim.nash@crestwood.hants.sch.uk
PA to Headteacher/SLT (General queries)	Justine Sayers justine.sayers@crestwood.hants.sch.uk

Temporary/Casual Staff Induction

Temporary/Casual staff will be given a formal induction which will cover everything appropriate to their role (see list in Induction Programme section above). They will be given Safeguarding and Health and Safety Training briefings on their first day in school. They will be required to read and sign to say they have understood key policies and Keeping Children Safe in Education guidance.

No temporary member of staff will be able to commence employment until a DBS check and pre-employment checks have been completed.

Agency Staff Induction

All agency staff are employed through a HCC approved agency, who will ensure that DBS and other pre-employment checks have been carried out.

On arrival at the school, they will be given a pack of information relating to the school and a temporary ID badge.

They will be supported during their time working in the school by the Faculty Lead and a member of the senior team.

Governor Induction

There is a separate policy for Governor Induction, available on request.

Induction Checklist

During the first half term, the new employee and their mentor will meet regularly to ensure all items in the checklist on the next page have been covered and understood. This list is subject to review and change at any time.

INDUCTION CHECKLIST

Workplace Familiarisation

Layout of working area and tour of school and facilities:
cloakroom and toilet facilities (inc. lockers if applicable) staff room break/lunch times,
hazardous areas (e.g. chemical stores)

Issue of door security codes or keys

ID cards received

Signing in/out

Use of equipment / supplies (e.g. stationery)

Catering facilities (canteen, tea/coffee making facilities)

Lunch account (fingerprint and machines)

Notice boards / newsletters (including Health and Safety notice board)

Performance Management structure overview

Dress Code

Employee Support Line/Occupational Health/Staff Wellbeing

Accessing ESS Lite - payslips, e-learning

IT systems: Login details, email account, SIMS

Reporting sickness absence

Requesting time off

GDPR and confidentiality

Health & Safety

Fire and bomb procedures (fire drill and fire alarm)

Fire extinguishers (location of fire fighting equipment / use of extinguishers)

Completion of PEEP if required

Location of Fire exits & assembly points

Fire Evacuation Co-ordinator

Introduction to Fire Marshall (where necessary)

Introduce to First Aider(s)/appointed person (who and where based)

Location of First aid box/room

Local procedures where health care plan required

Accident /incident reporting procedures (must be shown relevant forms and go through each following procedure):

Accident reporting procedure for staff Accident reporting procedure for children Violent incident reporting procedure

Risk assessments

Health & Safety responsibilities (employee)

Site Security inc smoking

Health & Safety Policy /Health & Safety Representatives

Safety rules (no smoking / protective clothing – where applicable)

Lone Working – safety procedures (where applicable)

Completed fire safety, moving and handling and DSU e-learning
Fire safety e-learning for responsible managers (as required)
Car and bicycle parking (designated areas / parking permit)
Safeguarding
Child Protection/Safeguarding Policy
Designated Safeguarding Lead (DSL) (and any deputies) and how to contact them
Keeping Children Safe in Education (declaration signed)
Staff Code of Conduct
Child protection and safeguarding training by DSL
Positive handling course
SLT roles and responsibilities
Acceptable use of ICT policy
Completion of Safeguarding and Prevent e-learning
Making and receiving personal telephone calls
Use of mobile phone at work
Forms for completion/ Conditions of Employment explained
Contract of Employment
Pension opt in/out
Future Dates to be diarised for action (e.g. IPP/performance management meeting)
Classroom Based staff
Classcharts
Teaching & Learning
Behaviour Management