



ST.AIDAN'S C.E. PRIMARY **INDUCTION POLICY**

School Mission Statement

Working together, we aim high to achieve.
Through Faith, we care, show respect, and succeed.

INDUCTION AND RE-INDUCTION OF STAFF, PUPILS, **GOVERNORS, STUDENTS AND PARENT HELPERS/VOLUNTEERS**

This policy is intended for both teaching and non-teaching staff, including:

- Experienced Teachers
- Newly Qualified Teachers
- Trainee Teachers
- HLTA's
- Admin. Manager/Admin. Assistant
- Special Needs Assistants
- Teaching Assistants
- Lunchtime welfare assistants
- Site Supervisors
- SMSAs
- Staff returning after long term absence due to sickness or maternity leave
- Supply Staff
- Students
- Pupils
- Parent Helpers
- Volunteers
- Governors

Provision for the Induction of Staff

New members of staff appointed to St Aidan's are entitled to, and require, a system of induction into the way the school operates. This section of our policy outlines Induction for members of staff.

The school will provide opportunities to meet with:

- The head teacher, other senior staff, other staff and non teaching staff, prior to taking up post;
- The children;
- SIP Officers/Personnel;
- Chair of Governors.

It is important in these meetings and discussions that information is phased appropriately and it is treated confidentially by everyone involved.

Information shared at these meetings should include:

- School procedures, routines and systems;

- Information on children, as appropriate to the post
- School policies and documentation, including Schemes of Work;
- Briefing on work already undertaken by the teacher's class;
- Information on new initiatives/changes occurring in school.
- A mentor will be available if requested/required for any new staff member (NQTs, ITT and students will be assigned a named mentor).

Relevant school documents will also be available, including:

- Job Description
- Names of all staff and their responsibilities
- Management structure
- School Prospectus
- Policy Documents (appropriate to post)
- Staff handbook
- School Improvement Plan
- Dates and times of Staff Meetings
- Approved User Policy
- Holiday List

After taking up appointment, NQTs will have the following opportunities, including:

- Guidance from a nominated member of staff, i.e. a mentor;
- Opportunities to observe teaching by experienced colleagues both at St Aidan's and other schools;
- Teaching observations by colleagues and LEA Advisers;
- Clear framework on the criteria on which they are assessed;
- A 90% teaching commitment, as is the legal requirement;
- Appropriate training and structured on-going CPD.

Staff returning to work after long absence will have a meeting with the Headteacher and offered a period of induction to reintegrate them into school, as appropriate. Staff will be informed of these arrangements prior to their return.

Support for teaching staff will include:

- Return to work interview
- Opportunities to observe good practitioners/colleagues in school;
- Minutes of staff meeting available for perusal;
- Discussion about any new initiatives etc;
- Up to date progress report on pupils in class and work undertaken;
- Opportunities for discussion and review;

Non-teaching staff support will include:

- Return to work interview
- Opportunities for discussion;
- Training opportunities, if required;
- Information on school policies, procedures and accepted practice.

Supply Staff will be:

- Welcomed into the school;
- DBS checked and identification verified by Office or SLT
- Briefed regarding Safeguarding Procedures and asked to sign the Approved User Policy

- Provided with relevant information about the school, i.e. Staff Handbook; Location of classroom and staffroom; Briefing of Health and Safety procedures, including fire/evacuation procedures; Daily routines; Hours of work.
- Informed of the school's expectations of teaching staff.

Appropriateness of information provided for supply staff will be considered in relation to the length of supply cover.

Provision for the Induction of Children

We aim to integrate new children happily and successfully into our school. The class teacher is responsible for arrangement of induction in liaison with the Head teacher, SENCO and relevant staff at the schools.

Children transferring from home/nursery/playgroup to school will be contacted by our school by letter outlining details of meetings, pre-school and home visits offered prior to the children starting in Reception Class. The purpose of these visits is to provide opportunities for the child to become familiar with their keyworker and to begin to develop a sense of trust and security with that person.

The Headteacher or Assistant Headteacher is responsible for the induction of new children and their parents. The minimum programme will include:

- Meeting with the Headteacher or Assistant Headteacher to discuss child's needs and provide school information
- Guided tour around the school with an opportunity to meet the designated class teacher and class
- School Prospectus, School Events Dates, Behaviour Code, Home School Agreements; including Agreed User Policy, Use of Images etc., uniform requirements
- Opportunity for the child to spend some time in school with the class before joining full time if appropriate

The class teacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child in daily routines
- Equipment needed for school
- Information on homework, PE games, play/lunch arrangements, newsletters
- Assessment in liaison with SENCO to identify appropriate learning and emotional needs
- Pastoral support and parental contact.

Provision for the Induction of Students/Parent Helpers/Volunteers.

The Headteacher or the Assistant Headteacher is responsible for the induction of parent helpers/volunteers. The minimum programme will include:

- Completion of the DBS process
- Briefing of Health and Safety Policy
- Safeguarding and Child Protection procedures
- Signed Agreed User Policy
- Induction pack as appropriate to the role
- Training in the use of the relevant equipment

Policy revised by S Evans Autumn 2011

Approved by Governors

Review Date Autumn Term 2013 – reviewed and approved

Review Date Autumn Term 2014

Reviewed and amended Autumn Term 2015 – LM Finch

Reviewed and amended Autumn Term 2017 – T.O’Sullivan

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