Thorner's Church of England VA Primary School
Staff Induction Policy

Rationale:
to incorporate new members of staff into Thorner's School as smoothly as possible

School Role:

- to introduce the new member of staff to the school prior to the start date of their contract by visiting and talking to the Headteacher, mentor and other teaching staff and meeting the pupils they will be responsible for

- to familiarise the new staff with:
    - their role within the community and classroom
    - their areas of responsibility
    - staff
    - daily routines and timetables for the hall, PE, playground and assemblies
    - planning formats/systems
    - policies, including those relating to safeguarding and child protection
    - code of conduct
    - resources

- to provide an appropriate mentor

- to provide in-service training, opportunities for observations, attendance at courses, links with County at appropriate level

- to provide opportunities to regularly meet in an informal way with other members of staff to share ideas and concerns

- to provide non contact time as appropriate

Role of the Headteacher:

- to ensure that the new member of staff is made aware of the school's Christian Ethos
- to ensure that a programme for induction is in place and that all relevant staff have received appropriate training and support to carry out any new roles require
- to monitor the process of Induction

Role of the Mentor:

- to support the new member of staff in transition to their new role and position within Thorner's
- to attend any relevant training prior to undertaking role
- to provide a positive, friendly welcome
- to be the first point of contact
- to provide regular opportunities for discussion
- to coordinate support and guidance from all agencies

Role of the new member of staff:

- to build on strengths, skills, understanding and knowledge
- to keep records to support their professional development
- to attend relevant courses aimed at developing their professional development

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's Church of England VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date discussed by staff: January 2021
Date agreed by Staffing & Curriculum Committee: February 2021
Date adopted by Governing Body: February 2021
Date to be reviewed: February 2024

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<u>New Staff Induction Checklist</u>

	Date	Comments
Welcome and introduction		

➢ Inform all staff of arrival of new employee and role
➢ Allocate Team Leader/Line Manager
➢ Distribute induction programme to relevant staff
➢ Welcome new employee and introduce to staff
➢ Give important diary dates/school calendar
➢ Give names of people who will assist individual in key areas
➢ Show school website
➢ Provide:
   o Job description/contract
   o staff/organisation chart
   o Daily/weekly timetable
   o Working hours
   o Information on leave/holidays
   o Communication details including school email		

Facilities		
➢ Car parking ➢ Access to building and layout ➢ Security ➢ Staffroom including notice boards ➢ Toilets ➢ Photocopier		
Health and safety		
➢ Fire exits and fire extinguishers ➢ Fire drill rendezvous point ➢ First aid/accident book/medical information for children ➢ Child protection procedures ➢ Visitors procedure ➢ Weather closure procedures ➢ Protocols with parent and other helpers		

	Date	Comments
School vision/policies		
➢ Mission statement ➢ Prospectus ➢ School priorities/SDP ➢ Communication with parents, governors etc ➢ Policies (on website and folder)		
Training and development		
➢ Staff development ➢ Performance management ➢ Safeguarding training		
Protocols and meetings		
➢ Staff meetings ➢ Whole school meetings ➢ Assemblies ➢ Break time procedures ➢ Staff room protocol ➢ Use of photocopier etc		
Classroom		
➢ Timetable ➢ Location of resources, including wet play ➢ Class rules ➢ Sanctions and rewards ➢ Permission to leave classroom ➢ Marking ➢ Filing work ➢ SEN information ➢ Homework routines ➢ Other adults ➢ Home-school contact ➢ Off-site visits		