



St.Cuthbert's
Roman Catholic Academy Trust

St Richard's VC Academy

INDUCTION POLICY



ST RICHARD'S
VC ACADEMY

Date policy produced: March 2020

Produced by: St Cuthbert's RC Academy Trust

Date policy reviewed: March 2022

Reviewed by:

Other related academy policies that support this Induction policy include:- Acceptable User, Child Protection, E-Safety (Online), Safer Recruitment, Single Equality, Staff Code of Conduct and Whistle Blowing.

At St Richard's VC Academy, we do not discriminate against any adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

At St Richard's VC Academy, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere.

Throughout this document, the term "staff" refers to any individual employed or volunteering within the school.

Aims of the Policy

The aim of this policy is to provide clear guidelines as to what is covered in induction when a member of staff starts at St Richard's or has an internal change of role. This policy is to reinforce the Academy Trust's commitment to induction and is to be used as a tool to welcome staff to St Richard's.

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This policy should be read alongside but not limited to the following policies: Acceptable User, Child Protection/Safeguarding, Keeping Children Safe in Education (Part 1), Safer Recruitment, Staff Code of Conduct, Whistle Blowing

The Academy Trust Vision/Ethos

The Academy Trust holds in high regard the Keeping Children Safe in Education: September 2016, information for all school and college staff, and expects all staff and volunteers to be committed to this. This document will be discussed with new staff on their first day of employment. Induction is used in St Richard's to set clear expectations and boundaries of the role the new staff is appointed to and ensure that the individual is clear on what is acceptable and unacceptable behaviour.

The School's Commitment to Induction

ST RICHARD'S sees induction as the beginning of a continuous learning cycle and encourages professional development of staff at all levels in the school to support pupil outcomes.

Although it is appreciated that supply staff may only be in school for a matter of days or less, ST RICHARD'S is committed to giving supply staff some basic level of induction as they have 1:1 contact with our children and are part of our team.

New staff need to understand the school's mission, goals, values and philosophy; personnel practices, safeguarding responsibilities, health and safety rules and the job the staff are required to do, with clear methods, timescales and expectations.

Buddy System

Whilst some new staff will be allocated a mentor (e.g. newly qualified teachers), they will also be offered a 'buddy' within the school. This colleague will provide informal support to ensure that the new member of staff quickly feels comfortable in the new environment and has someone they can speak to about any aspect of school life. There is no expectation that this should be a formal arrangement and the buddy will work quietly alongside the new member of staff to provide moral support, encouragement and allows the communication of informal rules, customs and practices in the school to be shared.

It is important that the buddy is agreeable to this role as it is crucial that the system works in relation to social integration into the school. This role can be developmental for the buddy even though they would have no additional pay for this responsibility.

First Day Induction

On the first day the new member of staff's day will be planned to ensure they are given the relevant information and an opportunity to address any queries they have in relation to the documentation or policies.

At the End of the Induction Period

At the end of the induction period the new member of staff will be confident with the culture, policies and organisation of the school. They will have the basic knowledge required to do the job and be competent to work unsupervised

A new member of staff may be subject to a probationary period. ST RICHARD'S will ensure that staff subject to a probationary period will be conducted as a separate process alongside the induction timeline.

Evaluation

St Richard's is committed to learning from feedback given and altering the induction process accordingly. It is expected that the member of staff will continually evaluate the process and complete the form (appendix B) and return to the Headteacher at the end of the process.

Appendix A – Induction Checklist and Timescale

Staff Induction*

Name:

Start Date:

Job Title:

Department:

Line manager:

Named buddy:

FIRST DAY IN SCHOOL (not necessarily first day of employment)

Welcome to our School	Date	Inductor	Inductee	Comments
Issue ID badge, keys & security codes				
Job Description				
Introduce to Child Protection Co				
Whole school tour				
Location of staffroom, toilets, fire exits				
Staff Handbook (if appropriate)				
If not already included in Staff Handbook:				
School aims & objectives				
Start, finish and lunch times				
Fire Procedures				
First Aid contacts				
Code of Conduct & On Line Safety				
Procedures for reporting sickness				
Grievance and disciplinary				

FIRST WEEK

	Date	Inductor	Inductee	Comments
Probation period (if appropriate)				

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that may be required				
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This is not an exhaustive list and therefore should be customised to meet the needs of the school. It is assumed that recruitment checks such as DBS, staff disqualification and barring, asylum and immigration, bank details, medical clearances etc. are checked prior to induction so are not included as part of this check list.

THREE MONTHS

	Date	Inductor	Inductee	Comments
Review induction & complete any outstanding items, where required				
Completed Level 1 Safeguarding Training				

SIX MONTHS

	Date	Inductor	Inductee	Comments
Probation period review (non teaching only) if applicable				

Signed

Date

Line Manger

Date

se

Useful Links:

Guidance for safer working practice for those working with children and young people in education settings October 2015

<https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Keeping Children Safe in Education September 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Appendix B – Evaluation

ST RICHARD'S- INDUCTION EVALUATION QUESTIONNAIRE

This form is designed to gather **your views** on how effective your induction has been. We welcome your candid responses to the questions below so that we can improve the induction experience for new employees. We would be grateful if you could complete this form and return it to **[Name]**. This information will be treated in the strictest confidence and will only be used for the purpose of improving induction.

Name:	
Job Title:	
Start Date:	
Name of Buddy:	

Please tick the relevant box and provide further information as requested.

Did you receive a pre-reading induction pack prior to starting this role?

YES NO

Was the information presented in the pre-reading induction pack clear and understandable?

YES NO

Please comment if you wish, including details of any further information which you feel would have been helpful prior to starting this role:

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Please rate the following aspects of your induction, by ticking the appropriate response:

	Good	Adequate	Unsatisfactory
Information contained in pre-reading Induction Pack			
Initial briefing about induction process on day one			
Introduction to school/department and its procedures (including Health and Safety aspects)			
Introduction to the duties of your post			
Introduction to general school procedures (including safeguarding)			
Support received from Buddy			

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Additional Comments:

Did you receive adequate information on the following?

ADD OWN policies

Keeping Children Safe in Education YES NO

Health & Safety YES NO

Child Protection YES NO

Whistle Blowing Policy YES NO

Behaviour Policy YES NO

Was there any aspect of the induction programme you feel benefited you the most?

What areas could be developed or improved within the induction programme?

General Comments

Are there any further events, information on specific topics or other issues which you feel should be included as a standard part of staff induction procedures?

Any additional comments.

Overall, how would you rate your Workplace Induction?

Excellent 10 9 8 7 6 5 4 3 2 1 0 Poor

Please return this form to **[Name]**.

Thank you for completing this questionnaire.