Sutton C E (VC) Primary School

Induction Policy for Staff, Volunteers and Governors

April 2026

1. Introduction

1.1. This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

1.2. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The induction programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The induction programme should be cross-referenced to the NQT induction requirements and probationary periods for support staff, as appropriate.

1.3. The induction process will:

- Provide information and training on the School's policies and procedures
- Provide Child Protection training and assess its effectiveness
- Enable the colleague 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, volunteers and governors 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 programme will include:

- An induction checklist of the policies, procedures and training to be covered
- An induction timetable
- Details of help and support available
- Details of work shadowing, if appropriate
- A diary of induction meetings
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

2. Management and Organisation of Induction

2.1 Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.

The Headteacher is also responsible for the overall management and organisation of the induction of volunteers.

The Chair of Governors is responsible for the overall management and organisation of the induction of Governors.

2.2 The person responsible for induction should

- Make arrangements to ensure that a new employee, volunteer or governor is welcomed
- 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, answer questions and give practical advice
- Introduce key personnel
- Ensure that an induction programme is provided, delivered and evaluated

3. The Induction Programme

3.1 The Headteacher should ensure that an induction programme is provided personally, or by the Deputy Headteacher/Senior Leader, mentor, or another person with delegated responsibility, which may include:

- A statement of training needs, in particular, Safeguarding/Child Protection and Health and Safety
- A training timetable
- A checklist of the policies and procedures to be understood
- Details of help and support available
- A diary of meetings
- Details of other relevant individuals with responsibility for induction, e.g. the designated mentor or supervisor
- Induction programmes should be tailored to specific individuals/roles. Areas which should be considered in addition to the above, for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

3.2 <u>Supply Teachers and Agency Staff</u>

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Deputy Headteacher. This should include:

- Relevant information from the staff handbook
- Relevant information on curriculum, schedules and timetables

3.3 <u>Teaching Staff Including Teaching Assistants</u>

All new employees should be given appropriate induction advice, training and resources by the Deputy Headteacher/SENDCO.

This should include:

- National curriculum documents
- Staff code of conduct
- School brochure
- Policy documents, including behaviour policy, staff sickness and absence, antibullying policy, mobile phones policy, safeguarding policies, school improvement/development plan
- Assessment advice, recording, reporting, resources and procedures
- Class and set lists
- Information on whole school and year group resources, including ICT and logins
- Timetables
- SEND information

3.4 Administrative Staff

All new employees should be given appropriate induction advice, training and resources by the Headteacher.

This should include:

- Staff code of conduct

Policy documents, including behaviour policy, staff sickness and absence, antibullying policy, mobile phones policy, safeguarding policies,

- School administrative systems and procedures and relevant logins
- Specific job-related training such as finance, for recruitment selection administration, etc.

3.5 Cleaning &Caretaking

All new employees should be given appropriate induction advice, training and resources by the Headteacher.

This should include:

- Staff code of conduct and safeguarding policies
- Specific job-related training such as manual handling, use of ladders, kitchen safety, etc.

3.6 Midday Supervisors

All new employees should be given appropriate induction advice, training and resources by the Deputy Headteacher.

This should include:

- Staff code of conduct and safeguarding policies
- Specific job-related training such as behaviour management and First Aid.

3.7 Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the senior management team, which includes the reading of essential policies linked to safeguarding and the volunteers code of conduct policy.

3.8 Governors

All new Governors should be given appropriate induction advice, training and resources, overseen by the chair of governors. They will also have essential safeguarding KICSE training and policy reading.

This may include:

- Current relevant school information, policy documents and school improvement plan data
- School brochure including staffing, Ofsted and school performance data
- DfE information on the role of governor
- Governing body policy documents and procedures
- Dates and times of whole Governing Body and committee meetings
- Access and information of previous governing body minutes
- Latest Governing Body report to parents and school newsletters
- Information and access to governor training courses

ALL staff, volunteers and Governors will receive the following general advice/training:

- Health and safety
- Fire and emergency procedures

In order to ensure that ALL new staff are fully aware of their duties regarding safeguarding, they will receive an explanation of:

- The safeguarding policy
- The staff code of conduct/Guidance for Safer Working Practice and Addendum/behaviour policy
- The behaviour policy for pupils (e.g. use of Class Dojo/reward systems)
- The school's safeguarding response to children missing education
- The role and identity of the Designated Safeguarding Lead (DSL) and Deputies (DDSL)
- The school's approach to online safety

Additionally, at induction, ALL staff must be provided with a copy of

- This Induction policy
- The Safeguarding Policy, Child Protection and Part 1 and Annex A of Keeping Children Safe in Education (KCSiE)
- The staff code of conduct (Guidance for Safer Working Practice and Addendum)
- Behaviour policy
- The Children Missing Education policy
- The role of the DSL and DDSL(s)
- Part 1 and Annex A of Keeping Children Safe in Education (KCSiE)
- The whistle-blowing policy

General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

Name:

Start Date:

Name of Senior Colleague/ Mentor:

Induction Element Notes **Day One**		Tick on Completion
Meet Induction Co-ordinator	Induction Co ordinator	
Introduction to senior colleague/mentor	Meet with Induction Co-ordinator at the end of the first week, review progress and agree on training and development needs	
Tour work area & introduce to work colleagues and work area		
Location of facilities – toilets, etc.		
Hours of work including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
ICT and Resources familiarisation		
Health and Safety aspects relating to an individual's work environment		
During First Week		
Planned meetings with key members of staff		
Personal programme and planned introduction to duties of post - agreed with the		

Identify development needs and agree on means of meeting

End of First Month

Meet with Induction Co-ordinator and review progress

Agree on an action plan to deal with outstanding items

End of Three Months

Meet with Induction Co-ordinator to determine whether induction programme is complete or if there are still outstanding items

Agree on an action plan to deal with any outstanding items

If the induction programme is complete, discuss possible courses of action in relation to future development of the job role

Tick on Completion

Policies and Procedures Notes

Health and Safety

This will include:

Provision of, or reference to, the location of the school policy

Information and training in relation to the employee's

responsibilities

Fire and Emergency Procedures

This will include:

Location of school/building fire safety manual, fire action and other fire notices

Location of firefighting equipment

Means of raising the alarm including the position of fire alarm points (i.e. break glass units)

Fire evacuation procedure and means of escape

Fire assembly points

Times of fire alarm sounder tests

Invacuation procedures

Any other relevant information

Further training may be necessary depending upon the responsibilities of the post holder

<u>First Aid</u>

This will include:

Location of first aid provisions

Location of notices bearing details of qualified First Aiders/paediatric First aiders

Means of obtaining first aid assistance

Policy on providing medicine and first aid for pupils

Any other relevant information

relating to specific medical conditions of those in school (eg Anaphalaxis)

Further training may be necessary depending upon the responsibilities of the post holder

Policy and Procedures Relating to Safeguarding Children and Child Protection This will include:

Child Protection Policy and Part 1 of Keeping Children Safe in Education and Whistleblowing	

Other Policies and Procedures This will include:

Policy and procedures relating to Behaviour Management	
Policy and procedures relating to Sickness Absence	
Policy and procedures relating to Discretionary Leave of Absence	
Policy and procedures relating to Appraisal/Performance Management	

	Signature Date
Bullying & Harassment Policy & Grievance Procedure	
Whistleblowing Policy	

Employee Signature

Date

Induction Co-ordinator