

Water Primary School

Staff Induction Policy

At Water School, children are at the centre of everything we do.
We aim to give our children the best possible opportunities and learning experiences,
enabling them to reach their full potential.

We aim to ensure that the children in our care are equipped for life-long learning
as responsible citizens in an ever-changing, diverse community.

**We believe that we all have the right to be happy, to be safe and to learn.
This policy supports our responsibility to make this happen.**

INTRODUCTION

This policy forms a flexible basis and aide-memoir to enable successful induction of new staff to take place. It is important that the new member of staff feels welcomed, and able to ask any questions they may have.

PURPOSE

This policy is intended to guide and support the induction programme available to newly appointed members of staff to our school. The induction programme is intended to provide the support which will enable all staff to become comfortable in their new working environment and fully effective members of the school team. It aims to familiarise them with the working organisation, welfare and safety matters, and the role to which they are appointed.

PRACTICE

INDUCTION PERIOD

The induction period will be decided on the appointment of a new member of staff (up to a period of 3 months).

THE MENTOR

New members of staff will be assigned a “mentor”. The role of the mentor is crucial to the success of the induction programme. The mentor will provide new staff with guidance, support and advice as they become acquainted with school procedures and practices. The mentor should be approachable, pro-active and able to be objective, supportive and a good listener. The mentor will work through a structured programme of support with the new staff member.

CONFIDENTIALITY

The contents of any discussion between Mentor and a newly appointed member of staff are confidential.

INDUCTION RECORD

This should be kept in the professional development portfolios of the mentor and newly appointed staff member.

INDUCTION PROCESS

Structured formal meetings and more flexible informal meetings will be arranged between mentor and newly appointed members of staff. It is the responsibility of the mentor to manage the induction programme by arranging to meet their new colleague regularly and to be prepared for each meeting. In these meetings the mentor will guide the new staff member through school procedures, policies and practices. These meetings will also allow the new staff member to discuss, reflect upon and evaluate their own progress.

INDUCTION MEETINGS

Enclosed in *Appendix 1* is a suggested programme for the induction meetings. It may be altered to suit particular needs. Further meetings may be requested as and when necessary by either mentor or new staff member. The topic headings are intended to be flexible and to accommodate different roles and types of support. *Appendix 2* contains the leaflet 'GUIDANCE FOR STAFF & VOLUNTEERS'.

MONITORING

It is the responsibility of our Governing Body to monitor the effectiveness of this policy. The Governors do this by:

- monitoring the staff appointment process, so that no-one applying for a post at this school is discriminated against;
- requiring the Head Teacher to report to governors on an annual basis on the effectiveness of this policy;

REVIEW

This policy will be reviewed annually, or as necessary in the light of new advice and legislation.

Date of last review: September 2016

Water Primary School Induction Checklist

Name _____

Mentor _____

Job Title _____

The initial meeting

Date _____

(this may happen before commencement of employment)

The mentor should:

- ☐ Welcome the new member of staff.
- ☐ Explain the role of the mentor
- ☐ Give the new staff member a tour of the school and introduce them to other staff
- ☐ Explain domestic arrangements; parking, meals, staffroom practices, tea, coffee etc.
- ☐ Provide a school information pack including **HANDBOOK**, diary of events, school map, staff list, evacuation procedure etc
- ☐ Arrange the next meeting

Notes

Signed _____ Signed _____

Meeting 1

Date _____

Possible topics for discussion

- ☐ Discussion of items in school information pack
- ☐ School behaviour policy/ procedures
- ☐ First Aid/ Accident and Emergency procedures/ Health and Safety
- ☐ Role specific issues/training e.g. How the team works/ rotas/ procedures
- ☐ Discussion of progress and issues arising
- ☐ Arrange the next meeting

Notes

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Meeting 2

Date _____

Possible topics for discussion

- ☐ Staff roles and responsibilities
- ☐ Lines of communication
- ☐ Child protection policy
- ☐ Pupil confidentiality
- ☐ Role specific issues/training e.g. Use of role specific equipment
- ☐ Role specific documentation
- ☐ Discussion of progress and issues arising
- ☐ Arrange the next meeting

Notes

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Meeting 3

Date _____

Possible topics for discussion

- ☐ Leave/ sickness absence procedures
- ☐ Appearance/ Timekeeping
- ☐ Extracurricular activities
- ☐ School calendar
- ☐ Role specific issues/training e.g. Role specific documentation
- ☐ Discussion of progress and issues arising
- ☐ Arrange the next meeting

Notes

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Meeting 4

Date _____

Possible topics for discussion

- ☐ Central Resources, ordering procedures
- ☐ School Governors
- ☐ Professional Review system
- ☐ School improvement plan
- ☐ Role specific issues/training e.g. Role specific training courses/INSET
- ☐ Discussion of progress and issues arising

Notes

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