The King's (The Cathedral) School

Staff Induction Policy

Responsibility:	Helen Birch
Ratified By:	Governing Body
Date Reviewed:	May 2023
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Staff Induction Policy

INTRODUCTION

1.1   This policy applies to all employees and also, as appropriate, to volunteers and agency staff who will all 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 (for School Governors, please refer to the New Governor Induction Policy and Procedures).

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 agency staff 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 agency staff to become familiar with the requirements of their position and learn about The King's (The Cathedral) School's 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 King's (The Cathedral) School 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 King's (The Cathedral) 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 King's (The Cathedral) School Code of Conduct to ensure that all staff, volunteers and agency staff 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

1.4   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
- provision of The King's (The Cathedral) School Staff Handbook
- colleagues joining the School during the Academic Year a customised induction will be arranged by the PA for the Deputy Headteacher, Pastoral

1.5   Appendices

Appendix 1   Management and Organisation of Induction (including The Induction Programme)
Appendix 2   General Induction Checklist

MANAGEMENT AND ORGANISATION OF THE
NEW STAFF INDUCTION

Action	Member of Staff responsible	Date completed
The Induction date for new staff is placed into the school calendar and is usually the 3rd week of June (The Conference Room and ICT room are also booked)	Deputy Headteacher, Pastoral, (HMB)/ Deputy Headteachers PA (JMS)	
Signed Copy of the contract received along with the following forms 1. Payroll Form 2. Next of Kin 3. P45 4. Car Registration Details	Headteachers PA (JMB)	
DBS Clearance Received	Headteachers PA (JMB)	
ICT user account and password set up	HOD/Deputy Headteachers PA (JMS)/ICT Support	
SIMS user account and password set up	HOD/Deputy Headteachers PA, (JMS)/SIMS Administrator (MDD)	
Swipe Card and Photograph	Headteachers PA, (JMB)/Finance/Deputy Headteachers PA (JMS)	
Start Date confirmed and notification sent to All Staff to advise them of the new starter joining and the department they are joining	Headteacher (DAY)/Headteachers PA (JMB)	
Letters sent to new staff inviting them to the staff induction	Deputy Headteacher, Pastoral, (HMB)/Deputy Headteachers PA (JMS)	
HODS to collect new colleague at break time and take back to department for Curriculum Area Time (see 'draft' agenda, which is subject to change)	Deputy Headteacher, Pastoral, (HMB)/Deputy Headteachers PA (JMS)	
SLT and HODs invited to join new colleagues for Buffet lunch	Deputy Headteacher, Pastoral, (HMB)/Deputy Headteachers PA (JMS)	
Confirmation of the timing(s) sent to colleagues delivering parts of the agenda e.g. SIMS Training/Tour of the school/Health and Safety at Work and Data Protection awareness Training	Deputy Headteacher, Pastoral, (HMB)/Deputy Headteachers PA (JMS)	
Staff Handbook updated and given to all new starters along with the below documents (please note these are subject to change)	Deputy Headteacher, Pastoral, (HMB)/Deputy Headteachers PA (JMS)	

Behaviour Policy ICT Acceptable Use Policy ICT Network New Staff User Guide School Map Photographs and Room Locations SLT/HODS		
Child Protection Contact Card Emergency Contact Card The School Day Card Health Assured Leaflet Safeguarding & Child Protection Leaflet		

OUTLINE OF THE INDUCTION DAY (please note this is subject to change)

9:00	Arrival	Deputy Headteachers PA	Front Reception
9:00-9:30	Administration and Coffee	Headteachers PA and Deputy Headteachers PA	Conference Room
9:30-9:45	Welcome from the Headteacher	Headteacher	Conference Room
9:45-10:00	Health & Safety	Assistant Headteacher	Conference Room
10:00-10:30	Welcome and Induction	Deputy Headteacher, Pastoral/Deputy Headteachers PA	Conference Room
10:30-10:45	Data Protection	Data Protection Officer	Conference Room
10:45-11:35	SIMS Training - to include customising the front screen	SIMS Administrator	Room 183
11:35-12:00	Coffee and meet staff	All	Art Department
12:00-13:15	Curriculum Area time	HODS	Curriculum bases
13:20-14:20	Buffet Lunch	All	Staff Room
14:25-14:40	Photographs	Finance Officer	Finance Office
14:45-15:30	Tour of the School	Students	Whole School

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

Name: **Start Date**

Name of Line Manager

Name of Mentor (if required)

Completed form to be returned to Inset Coordinator
(delete as appropriate)

Induction Programme Section 1	Member of Staff responsible/Resources to be given	Date Completed
Meet Induction Co-ordinator	Deputy Headteacher (Pastoral) (HMB)	
Introduction to Line Manager/Curriculum Area Manager	Deputy Headteacher (Pastoral) (HMB)	
Introduction to Mentor (if requested)	Deputy Headteacher (Pastoral) (HMB)	
Introduction to SLT and other personnel	Deputy Headteacher (Pastoral) (HMB)/Staff List	
School site - tour, including staff rooms/staff facilities - toilets, cloakrooms, shelves, staff kitchen etc.	Deputy Headteacher (Pastoral) (HMB)/Map	
Times of the day and first day of term arrangements	Deputy Headteacher (Pastoral) (HMB)	
Break and Lunch arrangements	Deputy Headteacher (Pastoral) (HMB)/Meet HOD and staff	
Tour work area and introduction to work colleagues and work area	Line Manager	
School Calendar	Deputy Headteacher (Pastoral) (HMB)/Deputy Headteachers PA (JMS)	
Phone numbers/email addresses – HOD, Line Manager, Cover, School etc	Laminated emergency numbers card Deputy Headteacher (Pastoral) (HMB)/Deputy Headteachers PA (JMS)	
Procedure for absence/sickness	Line Manager/HOD	
Personnel - meet Support Staff including Pupil Receptionist	HMB	
Child Protection information **Form signed and certificate issued confirm training has been received**.	(Assistant Headteacher (CJA)/ Deputy Headteacher (Pastoral) (HMB)/Assistant Headteacher (JLS)/Assistant Headteacher (LAW)	

Safeguarding Children	Assistant Headteacher (CJA) / Deputy Headteacher (Pastoral) (HMB)/ Assistant Headteacher (JLS)/Assistant Headteacher (LAW))	
Health and Safety at Work Policy and Procedures, including - subject-specific	Line Manager/HOD/Assistant Headteacher (JLS)	
Data Protection Policy and Procedures	Line Manager/HOD/Data Protection Officer	
Finance office - personal details, pay, swipe card etc	Chief Financial Officer	
Car registration/parking	Deputy Headteachers PA (JMS)	
School Visits - teaching staff	Events Coordinator (CM)	
Staff Handbook	Deputy Headteacher (Pastoral) (HMB)	
ICT and Resources familiarisation	Director of Digital Services (Network), SIMS Administrator (MDD)	
Performance Management/Appraisal system	Line Manager	
Inset/CPD/Training Days	Deputy Headteacher (Pastoral) (HMB)	
Reprographics	RH Procedures and familiarisation with staff-room copier.	
Date for next meeting with Induction Co-ordinator agreed for the end of the first month, to review progress and agree training and development needs	Deputy Headteacher (Pastoral) (HMB)	
Meeting held, development needs identified and means of meeting them agreed	Deputy Headteacher (Pastoral) (HMB)	
Meeting held. Action plan agreed to deal with outstanding items on induction checklist.	Deputy Headteacher (Pastoral) (HMB)	
Information given re policies and procedures to be found on R:\Staff - General Area\Policies **Form signed and returned to the Headteachers PA - (JMB), to confirm understanding of the responsibility of individual staff to read the policies.**	Deputy Headteacher (Pastoral) (HMB)	

Name:	
Signature:	
Date:	