



Signhills Academy Induction Policy

Context

A swift and smooth induction process for new staff members helps to minimise any disruption to teaching and learning and ensures that new staff feel welcomed and supported. It also ensures that the new member of staff is confident regarding implementing school policies and procedures, particularly those pertaining to health & safety and safeguarding.

Aims / Objectives

Teaching, learning, personal development and well-being should be enhanced through:

- New staff members being made to feel welcome immediately, and at ease in their new environment,
- Ensuring effectiveness and efficiency of all staff in their own role and their place within the academy team,
- Building positive relationships between existing and newly appointed staff, and
- Explanation and support regarding the implementation of policies and procedures.

Procedures

Timescale	Actions	Responsible
At point of formal offer of employment	Complete payroll information. Contact information (inc. emergency contact) and medical details on SIMS. Update Single Central Register with DBS details (if not blank inform SCPCo immediately).	SBM
Prior to start (or first day)	Introduction to mentor (assigned by Headteacher) and Year Group Leader. Tour of site. Introductions to staff. Issue key codes and car park fob (if app). Issue of Induction Record & Staff Handbook.	Mentor
First Day	Explanation of fire procedures. Explanation of register system. Issue of Smoking Policy and explanation of procedures. Issue of First Aid Policy and explanation of procedures. Issue of Whistleblowing Policy. Issue of Network user name and password (where required).	SBM
	Issue of Safeguarding Policy, e-Safety Policy, Code of Conduct and explanation of procedures. Signing of 'Staff Code of Conduct for ICT'.	SCPCo
	Issue of timetables / explanation.	Line Manager
	Staffroom routines, breaktime routines etc.	Mentor
First Week	LA Health & Safety Induction video. Issue photocopier codes where required.	SBM
	Issue of Behaviour Policy and explanation of procedures. Issue of Marking Policy and explanation of procedures. Issue of Staff Absence - Local Arrangements and explanation of procedures. Informal meeting at end of week.	Line Manager

This policy is intended to enhance teaching, learning, personal development and well-being. All staff and other adults working with children in school have a responsibility to implement this policy with regard to the Health & Safety, Safeguarding and Equality Policies.

Timescale	Actions	Responsible
Second Week	Informal meeting	Headteacher
First half term	Issue of Assessment Policy and explanation of procedures. Issue of Assessment File.	Assessment Coordinator
	Procedures for reimbursement of petty cash expenditure procedures explained.	SBM
	Introduction to Performance Management and Continued Professional Development Policies and explanation of procedures. Initial targets set.	PM reviewer
End of first half term	Informal meeting to end / extend induction process.	Line Manager
	Completed copy of Induction Record passed to the office.	New staff member

Actions in red are for all staff working with pupils. Actions in blue are for teachers only.

Responsibilities

New staff member

To engage fully in the induction process,
To ensure all training and procedures are implemented as per the policies of the school,
To ensure that the Induction Record is available for staff to sign,
To pass a completed copy of the Induction Record to the school office, and
To report any concerns immediately to either their mentor, line manager or the Headteacher.

Existing staff team

To actively welcome new members of staff, and
To provide support and guidance where appropriate to ensure they settle quickly into the routines of the school.

Mentor

To be a point of contact for the new member of staff,
To answer queries regarding policies and procedures or sign-post them to other staff where appropriate,
To support them in adapting to the routines of the school, and
To provide peer support through the induction process.

Line Manager

To ensure that the induction policy is implemented for the new member of staff,
To support the new member of staff in implementing the policies and procedures of the school and local authority, and
To undertake all other tasks in relation to their position of line manager.

Monitoring

Consistency of implementation and impact will be monitored through:

- Monitoring of Induction Record completion, and
- Feedback from new staff member, mentor and line manager on the induction process.

Review

Policy review will be led by:

Governor Team	Personnel		
Staff Team	Senior Leadership Team		
Term / Year	Spring 2017		
Signed		Date	

This policy is intended to enhance teaching, learning, personal development and well-being. All staff and other adults working with children in school have a responsibility to implement this policy with regard to the Health & Safety, Safeguarding and Equality Policies.