



Keystone Academy Trust

Induction Policy for Staff

Created: January 2020
Review Date: January 2023

Inducting New Staff

All Keystone academies pride themselves on being welcoming and friendly environments in which to work. In order to ensure that all new staff within school feel prepared and are safe we have developed a clear and timely induction procedure.

All staff will be invited to attend at least 1 day prior to the commencement of their contract.

During a staff member's Induction, the following areas and actions will be covered:

1. DBS completed
2. Safeguarding training given & policy read
3. Absence policy and procedures
4. Health and safety at work covered– including first aid procedures
5. Use of Every to report building/work safety issues
6. Computer provided (if appropriate) with passwords
7. CPOMS training date arranged
8. Fire procedures
9. Internet safety and communication strategy awareness – particularly use of social media
10. IT acceptable use policy
11. Staff Code of Conduct
12. Timings for the day

On commencement of their contract:

- All staff will be given a mentor for a 3-month period (12 months for ECT or trainee teachers)
- All staff will be given a diary for key meetings and dates
- Over the 3-month period, the mentor and new staff member will agree a timetable of school policy awareness raising
- All staff will receive annual training in safeguarding and child protection. Any staff joining the school mid-year, will receive individualised induction ensuring they are fully aware of the school's child protection procedures.

Following the initial induction, the member of staff will be asked to complete the 'Induction to the workplace' proforma and any areas where the staff member is unclear, will be followed up by the assigned mentor.

Induction Policy for Staff (particularly ECTs)

1. Introduction

1.1 The support and guidance given to newly appointed staff, including Early Career Teachers, reflects Keystone Academy Trust's care and concern for all staff.

1.2 Experienced staff have the opportunity to assist newly appointed staff as they become familiar with the routines of school life - thus creating the foundation for their successful involvement in the work of the school and building their confidence for the future.

1.3 This policy outlines how new staff are introduced to the life of the academy.

1.4 The policy reflects the consensus of the whole staff and has the support and agreement of the Trustees. The implementation of this policy is the responsibility of all members of staff.

1.5 The care, information and welcome given to all new staff should include the following:

- ensuring a warm, personal and professional introduction to the life and routines of the school
- ensuring that the published aims of the school and the Trust are accessible and fully understood
- providing access to all appropriate school information and school policy documents
- addressing all queries and problems promptly
- establishing and maintaining dialogue, liaison and agreed contact points
- valuing the unique experience and skills which a new staff member brings to the academy
- ensuring enjoyment, enthusiasm and personal flair are promoted and praised
- addressing the professional development needs of the newly appointed staff member

2. Entitlement

2.1 Schools have a responsibility to support the professional development of all staff with particular emphasis on support for the early careers teacher. The academy will appoint a mentor with responsibility for Early career teachers (ECTs) and will provide support for all staff throughout their time of employment. The Trust will appoint an Induction Tutor for all ECTs.

3. Implementation

3.1 Nominated staff will undertake the role of Mentors - co-ordinating the induction of new members of staff - and working in partnership with newly appointed teachers.

3.2 It is important that the Mentor is able to:

- build a climate of openness, honesty and trust, be open minded and self-reflective
- articulate an understanding of his/her own practice and the teaching and learning policies of the academy
- demonstrate the following skills and qualities:
Sensitivity, empathy, effective listening, approachability, supportiveness, availability, openness, responsiveness and good communication

4. Newly Appointed Staff

4.1 The Head of School will discuss the academy's philosophy with the newly appointed staff member

to ensure understanding of the aims and objectives of the ethos of the academy.

4.2 All policy documents will be made available.

4.3 Copies of all National Curriculum and Early Years Curriculum documents will be available as appropriate.

4.4 Detailed information relating to specific duties will be discussed with the Head teacher/Head of School or a line manager.

4.5 The newly appointed staff member will be made familiar with the school layout through a tour of the building as well as greeting staff.

4.6 The newly appointed staff member will also be introduced to all staff responsible for health and safety within the building and fire regulations and health and safety procedures will be explained.

5. Initial Induction Processes

5.1 Each new member of staff will be appointed a mentor from the current staff. The mentor will be able to answer any queries that the newly appointed staff member may have and be freely available to offer professional guidance and support.

5.2 Regular informal conversations may be preferred to formal meetings.

5.3 The mentor must be prepared to initiate these discussions.

5.4 Possible areas to be covered by the mentor:

Clarification of information about the school

- Staffing
- Staff meetings
- Subject leaders
- Timetables, homework and punctuality
- Children hold positions of responsibility in the school but it is the class teacher's responsibility to appoint children these roles, ensuring an equitable balance across the class/groups (house captains – Y6, Librarians – Y4/5, School Council – Y2-6, Sports Ambassadors, play leaders, peer mediators, assembly PAs – Y6. In addition, class monitors may include: register, cloakroom, art area, class book corner etc.
- Clubs – all staff are expected to do a club for one big term (registers must be maintained and non-notified absentees must be followed up immediately/ clubs are not cancelled wherever possible – you need to arrange cover)
- Registers, duty, lunch arrangements – all staff are encouraged to eat with the children and will receive a free school meal if they do so (please spread yourselves across any sittings). You need to sign up for a week in advance for a school meal.
- Rewards systems
- Local Governing board and Trustee board

- PTFA – all staff are deemed, by their position, to be members of friends of the school. We aim for staff to attend major events (Christmas and Summer Fair/Fete) and at least 2 smaller events (discos, curriculum evenings) during the year – especially when relevant to their year group.
- Staff absences
 - ❖ Teaching staff members, who are unable to attend school, should contact Mrs Finch (07930553938) as soon as possible either in the evening or from 7.15am – 7:30am in the morning. If for some reason you cannot make contact with Mrs Finch, you should then telephone Miss Sones (07896168402) or Mrs Pengelly (07786983496). If you cannot make contact with any of the above, please phone Mrs Radley (07944460872) You must ensure that you have personally spoken to one of the above (unless exceptional circumstances occur and a family member speaks on your behalf). Do not presume that they have received your call/voicemail. There is a staff telephone contact list given only to staff members – inclusion is voluntary but all staff must leave a telephone contact number with the office if they choose not to be on the main list for reasons of privacy. Personal telephone numbers must not be divulged to parents or outside agencies without prior consent from staff members.
 - ❖ Please keep in touch during any period of absence, ideally by 4:30pm, so that it is known how long you are to be away.
 - ❖ Staff can self-certify absence up to and including five working days. After the 5th working day, it is necessary for a signed sick certificate to be obtained from your GP.
 - ❖ Leave of absence – any member of staff requiring to be absent for personal commitments (outside those traditionally given such as moving house), must apply, via a specific form, to the Head. Staff should be aware that loss of salary may follow i.e. unpaid leave. This is in accordance with the Discretionary Leave of Absence Policy.

Pastoral Care

- Location of first aid areas (including head injuries, care plans and asthma procedures)
- Medicines in school policy
- Staff next of kin and medical details left at office
- Behaviour Code/behaviour/racial/homophobic/bullying/ peer on peer abuse incident forms
- Designated Safeguarding Lead and Deputy
- Dismissal procedures for classes and clubs (Y5/6 children who walk independently/list adults who can't collect/if an unfamiliar adult tries to collect, do not let the child go unless you have had confirmation from the office or parent that this has been approved. Their identity must then be verified)
- Cover of classes – check red folder and dismissal list before allowing children to leave. If you are unsure – always check with the office first
- Red folders – class teachers responsible for maintaining the red folder and ensuring it is available in the classroom. Each folder should contain: class list - with groups identified, medical list, care plans, IEPs

Confidentiality and Conduct Overview – See Staff Code of Conduct Appendix 1

- Information regarding pupils, parents, staff and governors should never be discussed outside of the school

- Staff must take personal responsibility for their laptops and any portable hard drives. These must be encrypted and should always be kept securely. Any loss of a device or personal data stored must be reported immediately to the Head of School
- Laptops and sensitive files must have a 'strong' password and any external drives must also be password protected and encrypted
- All e-mails containing any pupil, parent or staff personal data must be encrypted
- We encourage staff to use social media sites carefully and ensure all sites used have secure privacy settings. No reference should be made to the school or people involved with it which could possibly bring the academy into disrepute. Sending or accepting friend requests from pupils or past pupils under the age of 18 on any internet chat room site is not permitted. Any breach of this will result in disciplinary procedures
- With reference to teachers' standard 8 – staff should conduct themselves at all times in a manner befitting their position in the community. Any breach of this will result in disciplinary procedures. As employees of the academy, we hold a position of trust and any breach of this trust is an offence
- The academy operates a strict dress code. All staff are expected to be appropriately and smartly dressed for the activities they are undertaking. Professional and safe standards of dress should be adhered to at all times
- There is a whistleblowing policy in the academy's policy file; if you have a concern about the conduct of any member of staff you should report this directly to the Head of School / H or Executive Head Teacher
- All staff should ensure that any photographs taken of children attending the academy are for academy use only and are deleted from personal devices at the earliest opportunity
- Hot drinks (even in insulated cups) are not permitted outside the staffroom when the children are present in school
- It is an expectation that classroom environments and corridors are kept tidy and clutter free

Staff Communication

- Staff meeting 3.30 – 5.00pm- DAY
- Thursday briefing 12.20pm
- Staff room notice board written up on a Thursday – please add any missing information
- The majority of communication will be by email – you have a responsibility to check your emails on every working day but not during lesson time (particularly due to CPOMS)
- CPOMS will be used by all members of staff and you have a responsibility to upload information concerning any children in the school not just children in your own class
- Any information regarding purchases, must be approved (by the appropriate form) by the Head of School/ headteacher or Executive Head Teacher
- Trips must be discussed with the Head of School/ Headteacher prior to arranging with a company/organisation and Risk Assessments must be completed by the member of staff responsible and given to the Head of School 7 days prior to the trip

Communication with Parents

- All class teachers must collect their class from the playground at time and at playtimes/ lunchtimes
- We operate an open door policy and should try, where possible, to be available to talk to parents before and after school. If you are not available, please make an appointment with the parent at a more convenient time

- Learning journals should be checked daily (children with messages in learning journals are asked to show them to the teacher)
- If there has been an incident, of any sort, you will be expected to ring the parent/s to inform them at the earliest opportunity on the same day (ideally before the end of the school day)
- Where possible, all written communication will be sent out each Friday with the All Things Thurlby, which you are expected to read
- All written communications to parents must be sent via the main office and be seen and approved by a member of SLT before being sent. Official communication with a parent should always be on headed notepaper and be signed by an appropriate member of staff
- Letters relating to academy matters must not be sent directly to parents from members of staff without the knowledge of the Head of School
- Copies of letters concerning club activities, teams, sports matches etc. are kept by the school office

6. Early Career Teachers

6.1 In addition to the induction programme for all newly appointed staff, those who are joining the academy to take up a first teaching appointment will undergo a two year induction period. The purpose of this is two fold:

- to provide full and proper support for the newly qualified member of staff
- to provide the academy with sufficient evidence to support a recommendation that the teacher has shown sufficient ability to pass their induction period in teaching.

6.2 The ECT will have a mentor appointed who will receive training on how to be a good mentor. There will also be an Induction Tutor appointed by the Trust. The Headteacher, mentor and the Induction tutor will discuss the ECT's Career Entry Profile (CEP) and set appropriate targets for the first term.

6.3 The ECT will receive a 10% reduction in total teaching contact time during the first year and 5% during the second year. These periods of time will be directed time in so much as the ECT will discuss their use in moving toward targets set in the CEP. The ECT will not be given a co-ordinators role or additional responsibilities within their first year in teaching.

6.4 The ECT will be observed more than once each term and at least one of the observations will be carried out by the mentor and Head of School and on occasion the induction Tutor.

6.5 During the first year, the ECT will have access to both an internal and external training programme.

6.6 The mentor and Induction Tutor will support the teacher in the areas of planning and delivery of the Curriculum and ensure that the teacher is fully aware of any changes in organisation or new routines.

6.7 The mentor will endeavour to make the teacher aware of the School Improvement Plan and the priority areas for current and future development of the academy. During the autumn, the new member of staff will be able to contribute to the discussions about the SIP so that they recognise their role within this.

6.8 The SENCO should be available to advise on the work of the children with special needs within the academy as appropriate.

6.9 The ECT will be made aware of their progress and how well they are meeting the standards required. If they are for any reason failing to meet standards required, then the accrediting body will be contacted to provide professional support to the ECT and to the academy. Each termly review will lead to a redefining of targets in the CEP and further observations. There will be meetings each term to review progress.

6.10 At the end of each term, the mentor and/or Head will inform the ECT if their progress is satisfactory or not and complete documentation to that effect which is sent to the accrediting body. At the end of the third term, a final decision will be made as to whether the ECT has achieved qualified teacher status. If there is any possibility that this decision is not likely to be favourable to the teacher, then a programme of full discussion, support and advice will be put into place to ensure that the ECT has had every opportunity to meet the required standards.

6.11 It is essential that the support of the newly appointed staff continues, and is freely available throughout the first two year.

6.12 As preparations for special events occur, throughout the school year, the Head of School will ensure that the new staff are made fully aware of the routines and timings, and the involvement of the staff. The information may be delivered individually, at the regular staff meetings/briefings or an email.

6.13 During whole school staff meetings, every effort will be made, where appropriate, to involve all new members of staff in the decision making process, valuing their views and opinions at all times.

7. Further Support for all Staff

7.1 The staff member in the second year in post, should be made aware of the supportive role of the SLT and the Mentor and that help and advice should be freely sought and will be freely given.

7.2 Involvement in Appraisal will follow after the first two years in post is completed.

7.3 The academy will be aware of the professional needs of the newly appointed staff and fully supportive of those professional development needs identified through the outcomes of appraisal.

7.4 All staff are expected to be fully responsible for their own professional development.

8. Review

8.1 This policy will be reviewed in September 2023.

Name of School/Academy

INDUCTION TO THE WORKPLACE

Name of Employee:

Post:

Start date:

Employee Number:

Address:

Postcode:

Telephone Number:

Mentor:

Date of Induction:

Initial induction to be completed within two weeks of employee starting work. Emergency procedures to be covered on the first day. Keystone Academy Trust is an equal opportunities employer and abides by the policies for equality and diversity as outlined in the academy's policies. When induction and safety training is completed, confirmation should be expressed by ticking the relevant box(es) and by completing the Comments boxes as required. For items not covered, comments should be recorded giving reasons and date for completion. The employee, the mentor and the Head of School should complete the declaration. *This form to be completed by the employee.*

| 1. Employer's Responsibilities | Yes | No | Comments |
|--|-----|----|------------------------|
| Have you been informed about our Health & Safety duty of care to you and other staff? Please give 3 examples in the Comments box <ul style="list-style-type: none"> • Provide with elephant foot stools • PAT testing of any electrical equipment used in school • Building is secure • Maintain a register of medical/next of kin • Complete a work space assessment | | | 1. 2. 3. |
| 2. Employee's Responsibilities | Yes | No | Comments |
| Have you been informed about your responsibilities towards health and safety whilst at work: Please give 3 examples in the Comments box <ul style="list-style-type: none"> • Foot stools • Glue guns • Trip hazards • Responsible for own H&S • Fire safety procedures • Risk assessments | | | 1. 2. 3. |
| 3. Policies/Guidance to read and sign to say you have read at the end of this document | | | |
| Keeping Children Safe in Education 2021 (and subsequent updates) Part 1 and Annex B Behaviour Policy Safeguarding and Child Protection Policy Children Missing Education Policy | | | |

| | | | |
|---|------------|-----------|-----------------|
| Prevent Policy Staff Code of Conduct Equality Policy Pay Policy Appraising Performance Policy Intimate Care Policy Acceptable Use of ICT Policy Working at Height Policy Positive Handling Policy Safer Working Practice Guidance Fire Policy Whistleblowing Policy | | | |
| 4. Health and Safety Policy | Yes | No | Comments |
| 4.1 Has the academy's Health and Safety Policy been explained to you? 4.2 Do you know where the school's Health and Safety Policy is kept? 4.3 Name the person responsible for Health and Safety. | | | |
| 5. Risk Assessments | Yes | No | Comments |
| 5.1 Have you been made aware of risk assessments, visual or written inspections carried out in the academy? 5.2 Where is that? What is the purpose of risk assessments? 5.3 What risk assessments may affect you? 5.4 Have you been informed about the safe systems of work that you must follow? 5.5 Have you received instruction on lifting and working at height? | | | |
| 6. Emergencies and Fire Arrangements | Yes | No | Comments |
| 6.1 Have you been informed of the evacuation procedures in the event of a fire or emergency? What are they? (Please list in Comments) 6.2 Do you know where the fire exits are and why escape routes must be kept clear? 6.3 Where are the fire extinguishers / equipment located? 6.4 How is the alarm raised? Describe action to be taken on hearing the alarm? | | | |
| 7. Prohibitions | Yes | No | Comments |
| Have you been made aware of how to operate: | | | |

| | | | |
|---|------------|-----------|-----------------|
| 7.1 Any machines that you use in your work? (Please list in Comments) | | | |
| 7.2 Any hazardous substances that you are prohibited from using? (Please list in Comments) | | | |
| 7.3 Any work activities that you are not permitted to undertake? (Please list in Comments) | | | |
| 7.4 Any work areas from which you are prohibited? (List) | | | |
| 8. Accidents | Yes | No | Comments |
| 8.1 Have you been made aware of the accident reporting procedures? | | | |
| 8.2 Where is the accident book kept? | | | |
| 8.3 Who would you report to in the event of an injury / disease at work? | | | |
| 9. First Aid | | | Comments |
| 9.1 What are the first aid arrangements for the academy? | | | |
| 9.2 Where is the first aid box located? | | | |
| 9.3 Name the first aider and / or appointed person | | | |
| 10. Protective clothing/footwear & equipment | | | Comments |
| 10.1 Give examples of any activities at work where different footwear is required. | | | |
| 10.2 Why is it important to wear appropriate footwear/clothing for certain activities? | | | |
| 11. Supervision | | | Comments |
| 11.1 What is the name of your immediate line manager? | | | |
| Declaration | | | |

I will at all times treat children, colleagues, staff and any other members of the academy with due respect and conduct myself in a professional, honest, decent and courteous manner. I will use language appropriate to the situation and people involved. I will accept my responsibility to ensure that children are treated with respect and free from abuse. I will not make unnecessary physical contact with children. I will report any suspicion that a child is being abused to the school's designated safeguarding lead. I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with children, staff and parents appropriately. I will be mindful of the difficulties some groups may face and ensure personal prejudices and stereotypical views do not influence my judgements or actions. I understand that I will have access to confidential personal information and that I am required to comply with the Data Protection and Child Protection legislation. I understand that I may not disclose this information to any third party.

I confirm that the above Induction subjects have been explained and I agree

| | | | |
|---------------------|--|-------|--|
| Employee signature: | | Date: | |
|---------------------|--|-------|--|

| | | | |
|------------|--|--|--|
| Print Name | | | |
|------------|--|--|--|

| | | | |
|-------------------|--|-------|--|
| Mentor signature: | | Date: | |
|-------------------|--|-------|--|

| | | | |
|------------|--|--|--|
| Print Name | | | |
|------------|--|--|--|

| | | | |
|---------------------------|--|-------|--|
| Head of School signature: | | Date: | |
|---------------------------|--|-------|--|

| | | | |
|------------|--|--|--|
| Print Name | | | |
|------------|--|--|--|

Further action required as a result of this initial meeting

I confirm that the employee has been briefed on the information recorded in this document and the following actions have been agreed:

| Action agreed | Date to be completed by | Sign and date when completed |
|---------------|-------------------------|------------------------------|
| | | |

| | | | |
|---------------------------|--|--|--|
| Head of School Signature: | | | |
|---------------------------|--|--|--|

| | | | |
|-------------|--|--|--|
| Print Name: | | | |
|-------------|--|--|--|