Winterbourne Earls CE Primary School
Staff Induction Policy

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At Winterbourne Earls CE VC Primary School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos. We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff. This Mission Statement lies at the heart of our school's aims:

Mission Statement
At Winterbourne Earls CE Primary School, we aim to encourage a culture of excellence, the highest quality teaching and learning and memorable, inclusive experiences. Pupils are inspired to reach their full potential in an environment where relationships reflect the values of the school.

Vision Statement - 'As each one does their part, we grow in love' Ephesians 4 v 16
In our school community we nurture strong relationships forming a secure foundation from which our children can flourish. We promote positive mental health and emotional well-being for all, and grow as a family recognising our unique contributions so that we are stronger together than we are apart.

We hope that children will leave our school with open hearts and minds, ready to respond to the opportunities that lie before them, encouraging a sense of belonging and a recognition that they can be the change they want to see.

Policy for the Induction of New Staff:
Introduction
Induction is the effective introduction of a colleague to his or her role within the school.

This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave. All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of the school's employees.

The comments of new and existing staff are welcomed, to help shape future induction procedures.
It is the school's aim that staff enjoy their time at the school, find it stimulating and worthwhile and feel that they are members of a successful and hardworking team. The school aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the targets and objectives of the school development plan. The school's induction procedures are designed to help to make this happen. The school recognises that pupils achieve most from a well-informed, highly motivated staff. New staff will be supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the school and its working practices as quickly and easily as possible. The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of the school.

Induction is the beginning of a process of ongoing professional development, to which the school is thoroughly committed. This includes to provision of support, training, appraisal and opportunities for career development.

The specific aims of the school's induction of new staff are:

- To ensure an understanding of the school's aims and ethos and how they impact on the implementation of school policy
- To provide the individual with relevant school information
- To ensure effective implementation of school policies and procedures
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the school
- To ensure implementation of the school's health and safety routines and requirements
- To identify the role the individual will play within the school
- To learn more about the individual and his or her immediate long-term professional needs and aspirations
- To explain what the school can and will do to help the individual make an effective contribution to the school

Induction Pathway

The following describes what new staff can normally expect by way of induction. All new teaching and non-teaching staff will participate in the school's induction process. The level of support provided will be tailored to the new member of staff's role within the school and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

From application for the post until immediately prior to starting:

- Receipt of job description and person specification
- Receipt of details of school's aims and ethos
- Gain an understanding of the post through interview activities
- Agreement of contract and salary
- Familiarisation time in school, where possible, for teaching staff, spending time in school with future class
- Handover from previous post holder
- Meeting with a senior member of staff to discuss role and duties.
- Informal opportunity to meet staff and pupils.
- Completion of pre-appointment documentation

- Undertaking and additional training requirements, which may include safeguarding, first aid and possibly food handling
- Information on additional expectations, including attendance at parent consultation meetings, evening and weekend events and functions, residential trips etc.
- Information on school dress code for staff

Immediately prior to starting:

- Formal meeting with appointed mentor and any other staff central to the new member of staff's responsibilities
- Receipt of induction documentation
- Receipt of the school's staff code of conduct/staff behaviour policy
- Receipt and discussion of key school policies, which must include those covering:
    - Safeguarding, (including e-safety, mobile phones and cameras, use of reasonable force) which will include an explanation of the systems to support Safeguarding
    - Safeguarding summary leaflet
    - Part 1 (at least) of Keeping Children Safe in Education
    - Curriculum, Teaching & Learning and Assessment
    - Health and Safety
    - Fire prevention, fire safety and fire evacuation procedures
    - First aid procedures and the procedures for the administration of medication
    - Whistleblowing
    - Equality policy
    - Relationships and Positive Behaviour and anti-bullying policies
    - Critical Incident
    - Educational Visits
    - Risk assessment
- Duty, assembly and other rotas
- School security procedures
- Briefing, as required, on any pupils with particular SEND issues or medical and dietary requirements
- Information on general topics, including:
    - Member of staff's school email address and intranet log-in details
    - Door codes and security information
    - Staff toilets and provision for storing personal belongings
    - Protective clothing and personal equipment, where the role requires this
    - Car parking and on-site vehicle movement

By the end of the first week:

- Further discussion to confirm understanding of school policies
- New member of staff signs to confirm having read and understood relevant school policies, always to include:
    - Safeguarding Policy
    - Part 1 of Keeping Children Safe in Education
    - Staff Behaviour Policy

- Health and Safety Policy
- Whistleblowing Policy

Following on from this initial period, there will be regular points of contact between the new member of staff and his or her mentor and appraiser.