

Induction Policy

Policy Reviewed: November 2021
Next Policy Review Date: November 2022

This policy applies to all staff, volunteers and trustees joining the school.

On the date the appointment is made the person or group making the appointment will inform the College of Teachers. The College of Teachers will designate a person or persons to carry out the induction process for the new appointee and will ensure that confirmation of its completion, signed by the appointee and the person(s) carrying out the induction, is lodged with the school administrator. The person(s) carrying out the induction will give appropriate feedback to the College of Teachers on any issues identified while carrying out the induction process.

The induction process will include the following elements:

- Welcome to the school
- Tour of premises
- Review of contract and/or job description and any arrangements for pay, pensions and/or expenses
- Review of any arrangements for probationary period, appraisal, mentoring and/or training plans
- Timetable, school calendar, absence and cover arrangements, break duties, newsletter, contact list, dress code
- Registers, planning and record keeping, pupil files and reports
- School history, prospectus, ethos and development plan
- School meetings structure and access to minutes; school roles and responsibilities
- SWSF Code of Practice
- School finances, purchasing arrangements, security arrangements, telephones and IT
- School handbooks, policies and procedures with particular attention to
 - Child Protection Policy (including E-safety)
 - Code of Conduct
 - Health and Safety Policy and Procedures (including risk assessment, fire safety, first aid, accident reporting)
 - Behaviour and Bullying Policies
 - Holding and Physical Restraint Policy
 - Exclusion Policy
 - Missing Child Policy
 - Medicines Policy
 - Concerns and Complaints Policy
 - Confidentiality and Data Protection Policies

Endorsement:

Name: Linda Parker
Position: Chair of ECTE
Date: 28/11/2021