



**CANSFIELD**  
ACHIEVING EXCELLENCE TOGETHER

# Induction Policy

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<u>Policy Review Date</u>	November 2026
<u>Chair of Governors</u>	<i>Lachar</i>
<u>Headteacher</u>	<i>N Daniels</i>

## 1. Principles

This policy applies to all new school staff who will receive an induction programme, which will include appropriate information, training, observation, and mentoring.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new member of staff to the duties of the post, and to the school as a whole, provide the foundation for successful contribution to the school. The induction process is designed to help new staff become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

## 2. Induction Process

The induction process may be linked to ECT Induction requirements as appropriate.

The induction process will:

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the staff member to contribute to improving and developing the overall effectiveness of the 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 school's Staff Code of Conduct to ensure that all staff new to the school understand what is expected of them and gain support to achieve those expectations
- Identify and address any specific training needs

The induction process will include:

- A meeting with the Headteacher
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to the role
- Explanation of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the IT Technician to offer logins and the designated mentor or supervisor

The HR Manager is responsible for the overall management and organisation of induction of new employees. The HR Manager will assign a member of staff to oversee the induction of all newly appointed staff, as appropriate.

A member of the Senior Leadership Team (SLT) is responsible for the overall management and organisation of ECT Induction.

The person responsible for induction should:

- Ensure that a new member of staff is made welcome
- Ensure that immediate needs are identified before taking up the position, where possible
- Provide a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an induction programme is provided, delivered and evaluated.

They should ensure that an induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility and is tailored to each individual.

All new staff will be given appropriate induction advice and training over a period of time and as necessary. Areas, which should be considered, are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

- Safeguarding and child protection information
- Health and safety procedures
- Fire and emergency procedures
- First aid
- Staff Code of Conduct
- Policy documents
- Employment (contractual) information
- Assessment advice, recording, reporting, resources and procedures
- Information on whole school and year group data, including SEN
- School administrative systems and procedures
- Details of help and support available
- Designated mentor or supervisor

The new member of staff should:

- Build on strengths, skills, understanding and knowledge
- Keep records to support their professional development
- Complete, sign and submit relevant documentation
- Attend relevant courses

## Staff Induction Checklist

When	Task	To Be Completed By?	Completed ✓
<b>Prior to the employee's first day</b>	Identify who will be responsible for induction, including assigning mentors and /or 'buddies'  Assigned Person:		
	Set up SIMS, employee's ICT account, phone and internet access, cashless catering and WorldPay online payment account		
	Notify your designated safeguarding lead (DSL) about carrying out safeguarding /CPOMS training		
	Prepare induction pack, including: <ul style="list-style-type: none"> <li>• School email account /login details</li> <li>• Online training information and date for completion</li> </ul>		
<b>First day</b>	Welcome and introduction to line manager, colleagues, pupils, mentor and /or 'buddy'		
	Issue staff ID badge, lanyard and cashless catering card		
	Take employee on a tour of the school, inside and outside, including car parks and arrangements for parking		
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, first aid and how to record incidents and accident /organise online H&S training		
	Remind employee of: <ul style="list-style-type: none"> <li>• Timings of the school day, including timings of staff meetings, assemblies and registration</li> <li>• Expectations around staff conduct, e.g. use of mobiles, social media and dress code</li> </ul>		
	Guidance on where to find the staff shared drive and what it contains		
	Help employee to become familiarised with ICT account, phone system and reprographics		
	Explain the school's behaviour and rewards system		

When	Task	To Be Completed By?	Completed ✓
<b>First week</b>	Ensure employee meets DSL and has safeguarding training, including CPOMS		
	Ensure employee attends induction training sessions with relevant members of staff, e.g. the SENCO and the school business manager		
	Meet with Headteacher to discuss vision, values and direction of the school		
	Ensure employee meets with mentor at the end of the first week to: <ul style="list-style-type: none"> <li>• Review progress</li> <li>• Identify training and development needs</li> </ul>		
	Employee's line manager outlines: <ul style="list-style-type: none"> <li>• the role and how it fits in to the organisation</li> <li>• school's performance management system (begin to determine objectives)</li> </ul>		
	Discuss conditions of employment, contract /terms and conditions and ensure they understand them, including: <ul style="list-style-type: none"> <li>• hours of work</li> <li>• pay and pension</li> <li>• notice periods</li> <li>• absence, maternity, paternity leave</li> <li>• discipline, complaints and grievance</li> </ul>		
	Relevant forms to be completed and returned to show training has been completed and /or policies have been read and understood		
	Deliver training regarding GDPR and how it applies in school, e.g. data breach, FoI, SAR, etc		
<b>First month to 6 months</b>	Arrange additional training for the employee based on the review of the first week		
	Arrange follow-up session between employee and DSL		
	Ensure regular 1-2-1 meetings are held between employee and: <ul style="list-style-type: none"> <li>• Mentor</li> <li>• Line manager</li> </ul>		
	Evaluate the success of the employee's induction programme, and use findings to inform future practice		
	Discuss future training plans and opportunities		