Highgate Hill House School

A Passion for Education, A Vision of Excellence, A Mission to Succeed

**New Staff Induction Policy**



Last Reviewed: Dec 2021

To Be Reviewed: Dec 2022

This policy outlines the programme that is used at Highgate Hill House School to induct any newly appointed staff (both teaching and non-teaching) and members of the Advisory Board.

The Induction Programme for newly appointed staff is the first part of the School’s Staff Development Programme, which involves all staff – both teaching and nonteaching. Staff are our most expensive resource and form a large part of the investment of the school and therefore the induction programme is planned for in the School Development Plan.

At HHHS, we feel it is important that all staff – both teaching and non-teaching are inducted into the whole team and that induction should begin as soon as a job offer has been made, and continue as soon as is practicable after the appointment.

We believe that all members of the school community are valued and respected as individuals and as members of the whole school team. It is important that new staff are welcomed into the whole school team and helped to establish their role and position within that team. It is vital that new staff are given every assistance in settling into school quickly and happily and gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the school operates.

Induction is there to help, reassure, guide, counsel, inform and listen, and is responsible for monitoring the progress and professional development of newly appointed staff, guiding new staff through the school documentation, for whole school issues and for organising the appropriate support meetings.

The induction of a new Headteacher is the responsibility of the Proprietor. The Headteacher holds responsibility for the induction of the teaching and support staff, with the support of the Senior Teacher and Senco.The School Business Manager is responsible for the induction of office/administrative staff, cleaners, caretakers and Catering staff.

The Headteacher and Proprietor of Highgate Hill House School recognise the necessity for allocation of funds from the school budget in order to finance the Induction Programme.

The school might need to budget for supply cover so that the relevant member of staff can spend time with new staff in the classroom and/or in discussion and CPD sessions.

The Headteacher will need to budget for newly appointed staff to attend relevant courses.

Money for extra class/curriculum resources and for photocopying documents in the induction pack will be required.

# The Induction Programme

Aims of the Induction Programme

* To make all staff feel welcome and at ease in their new environment.
* To enable new staff to settle happily into school so that the quality of learning experienced by the children can be maintained and improved.
* To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work.
* To enable new staff to make a full contribution, taking on all their responsibilities as soon as possible.
* To foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place.

Immediately after a successful interview, the Headteacher welcomes a new colleague to the school and answers any questions. At this stage, new staff members are made aware of certain documents (they may be directed to the school’s website to view these documents or given a paper copy if requested) These include:

* Child Protection & Safeguarding policies
* Guidance for safer working practice for those working with children and young people in education setting
* Staff Handbook
* Term Dates
* Server log-in and email address

They are given time to read these documents and then have a question and asnNew colleagues are shown around the school and their working area is identified. If possible, they meet their line manager.

On the first day of work, the newly appointed staff meets with their line manager, who makes available and explains further documentation including:-

* School Policies • School planning, assessment and record keeping systems; • Timetables and rotas; • Monitoring and Evaluation Overview/ Planner (includes dates of all major events in the school year); • Class lists and class records

A full list of possible items in an induction pack for new staff is in Appendix 1. Some items may not be appropriate for non teaching staff.

The Headteacher explains the school’s staffing structure and introduces new colleagues to as many staff as possible. A second guided tour of the building helps identification of other classrooms, curriculum resource centres and stores etc.

Newly appointed staff meet the Headteacher to discuss their job description, within 5 working days of starting.

Regular new staff support meetings, taking the form of discussions/meetings are agreed. These could be ‘twilight’ meetings or held during the school day, if cover can be organised.

The agenda for the next meeting is agreed each time by all parties involved and might include;

* policy documents or statements
* concerns or queries about the children
* emergency procedures
* Health and Safety
* responsibilities (teaching and non teaching staff)
* lines of communication
* Pastoral Organisation
* Behaviour and Anti-bullying Policy
* Rewards and sanctions
* General principles of pupil care and guidance
* Resources within school and locally & procedures for obtaining resources/stock
* Classroom Management, organisation, display
* Extra Curricular Activities, range, organisation & staff involvement

# Mandatory Staff Training

All Staff are required to undertake the following training within their first year of appointment and annually renewed thereafter:

* Safeguarding Level 1 (delivered by Babcock LDP)
* PIPS (Passive Intervention & Prevention Strategies) (delivered by Babcock LDP)
* Fire & Evacuation Proceedures

Other Core Staff Training which you may be required to undertake, dependent upon your job role:

* WRAP training (Workshop to raise awareness of Prevent) (delivered by Babcock LDP)
* ASC awareness (in house)
* Thrive (Fronting the Challenge)
* Forest Schools
* Solution Focused Approaches
* First Aid
* Food Hygiene
* Person Centred Tools
* Restorative Approaches

Highgate runs whole staff meetings every two weeks on Tuesdays from 3-4pm. All staff, who work on this day, must be available. These meeting cover staff training to the whole team or specific groups of staff and ensure that the team are adequately prepared to deliver our School Development Plan and meet the needs of our pupils. Examples of topic areas covered are: drug & alcohol awareness, differentiation & planning, ADHD, literacy & numeracy across the curriculum, safeguarding scenarios, self harm, sex and healthy relationships, assessment for learning, health and safety, risk assessments

**Members of the Governing Body** are an important part of the management structure of the school and need time to acquaint themselves with policies and other key documents. All new members will be given an induction pack, contained in Appendix 4a. An induction checklist for new Governors can be found on page 7 of this policy

# Policies and Documentation Checklist

The following documentation is on the school Server and in the staff handbook. You are required to read them as soon as possible.

|  |  |  |
| --- | --- | --- |
| Document/Policy | Date Received | Read &  Understood/Discussed |
| Safeguarding |  |  |
| Guidance for Safer Working Practice |  |  |
| Anti-bullying |  |  |
| Appraisal (Staff) |  |  |
| Assessment, Monitoring &  Reporting |  |  |
| Attendance |  |  |
| Positive Behaviour |  |  |
| British Values |  |  |
| Code of Conduct for  Employees |  |  |
| Complaints |  |  |
| Curriculum |  |  |
| Data Protection |  |  |
| Discipline (Staff) |  |  |
| E Safety |  |  |
| Health & Safety |  |  |
| Induction Policy (Staff) |  |  |
| Intimate Care |  |  |
| Lone Working |  |  |
| Missing Persons |  |  |
| Personal Care |  |  |
| Preventing Radicalisation  & Extremism |  |  |
| Probation Policy (Staff) |  |  |
| Generic Risk Assessment  Proforma  Pupil Risk assessment  Proforma |  |  |
| SEND & Inclusion |  |  |
| Teaching & Learning |  |  |
| Whistleblowing |  |  |

# Induction Procedures Check List

To help you settle in as quickly as possible you should have the following meetings or discussion with staff. Please keep a record for future reference.

|  |  |  |
| --- | --- | --- |
| Activity/Meeting/Discussion | Member(s) of staff | Date Completed |
| Welcome/staff introductions and initial meeting with Headteacher |  |  |
| Be given a list of current policies and shown their location on shared drive |  |  |
| Be given important diary dates/school calendar, meeting times etc. |  |  |
| Be given staff list/structure |  |  |
| Be given a tour of the building and shown resource areas, noticeboards etc. |  |  |
| Complete Health and Safety Induction |  |  |
| Consider immediate training needs and arrange training |  |  |
| Be given School Self  Evaluation & School  Development Plan |  |  |
|  |  |  |

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Staff Member)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager)

# Induction Checklist for new Members of the Governing Body

After an appointment a new member should:

* Be invited to visit the school to have a tour of the school and meet members of staff
* Be given information about the role of Advisory Board generally and details of sub committees etc.
* Be given a copy of the last minutes and Headteacher’s Report of the last full Board meeting
* Be introduced to key school documents such as School Self Evaluation and School Development Plan
* Be given the names and details of all other members
* Be invited to visit the school again, either to attend an assembly, to have a school dinner or to observe in classrooms etc.
* Complete and send off a DBS disclosure form
* Be asked to complete a declaration of business interests form
* Be signposted to a copy of the Finance Policy and procedures
* Be given a list of current relevant policy documents
* Be given a copy of the last OFSTED inspection report

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Checklist for staff leaving Highgate Hill House School

Action to be completed or item to be handed back to school

Communicate diary commitments, dates, appointments

Return school keys and fobs

Return identification badge

Return IT equipment (laptop/s, camera, video camera, mobile phone)

Ensure planning is saved on Shared drive

Ensure class records are up to date and handed over

Deactivate individual log in details/passwords

Return all school property: books etc (see below for a list of items, this list includes some specific resources e.g. Read Write Inc. but is not intended to be exhaustive)

Leave future contact details (optional)

I understand and agree that I will not access any school sites using known passwords.

I understand and agree to respect that information about the school, staff and pupils is confidential.

Signed (staff member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (line manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review of the Policy This policy is reviewed regularly and updated as necessary. Amendments are based on the experiences of recently appointed staff and the induction co-ordinator and take account of their comments at all stages and if necessary, modified during the school year.

This policy was adopted by the Proprietor on 20/05/2016

Signed:

Dated;

Date written: May 2016

Review date: annually