



# Induction Policy

<b>Version</b>	Version 2.0
<b>Date reviewed:</b>	January 2021
<b>Review date:</b>	January 2023
<b>Approved by Governors:</b>	4 <sup>th</sup> February 2021

# Induction Policy

## Rationale

At Fairfield we believe it is important that all our staff participate in an induction process. This policy applies to all employees and also, to volunteers, agency, staff and governors. Safeguarding children and Child Protection will feature prominently in every induction programme.

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, and helped to establish their role and position within the team. It is imperative that new staff are given every assistance in settling into school quickly and happily and gain a knowledge and understanding of the philosophy, culture and ethos of the school, the routines, practices that take place, and the organisation.

## Aims of the Induction Programme

- To make all staff feel welcome and at ease at Fairfield
- 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 colleagues to contribute to improving and developing the overall effectiveness of the school, meeting the needs of the pupils
- To enable all staff to contribute to the quality of teaching and learning
- To foster positive relationships between existing and newly appointed staff and to ensure an effective system of support
- To identify and address any specific training needs

## Induction Meeting for New Staff

New members of staff will have an induction meeting and be given an induction pack. The induction meeting will give new members of staff the opportunity to ask questions and become familiar with the school

At the meeting the following areas will be focused on:

- School Information – To ensure all staff are clear about vision, values, routines and procedures at Fairfield (Staff Handbook, Code of Conduct, yearly overview, communication, meetings, timetables, school hours etc.)
- Tour of the school (Plan of layout, introduced to colleagues and pupils)
- Classroom management (Pathway organisation, display etc.)
- Child Protection and safeguarding procedures (DBS checks, Keeping Children Safe in Education Part 1, 15-minute rule, online safety, identification badge, signing in, lanyards)
- Health and safety (Fire and emergency procedures, first aid trainers / boxes, designated smoking point)
- Teaching and Learning (Curriculum)

- Positive Behaviour Management Policy
- Performance management
- Meet with Jonathan to gain access to IT information, passwords, introduction to the school server, photocopier
- Specific job related training e.g. finance, recruitment selection etc.
- Manual handling, use of ladders etc. (Cleaning staff and site supervisors)
- Parago - Policies
- School website

### **Induction Support**

The induction of all new staff is an important aspect of school life and it is essential in maintaining and developing the school ethos.

At Fairfield School our induction programme for newly appointed staff operates at various management levels across the school. 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

- The Head of Pathway of a newly appointed member of staff in their team has an important role to play in the induction programme. The Head of Department takes on a role as a supporter and an advisor alongside other members of staff in the department
- Senior Leaders and Heads of Department induct those newly appointed members of staff / teachers with whole school leadership responsibility
- The school Business Manager is responsible for integrating new office staff into the team, offering support and guidance alongside the senior leadership team
- All staff in school are involved in the induction of any newly appointed staff. All staff assist in integrating new colleagues into the whole school team. They share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any members of staff with any queries they may have

Induction procedures will be tailored to specific individuals, and careful consideration should be given in relation to each post and the experience of the post holder. Additional safeguarding training is planned to reiterate our robust procedures at Fairfield, and a three-month development meeting. These provide additional focus times to discuss our policies, and ask any questions.

## **Induction Evaluation and Feedback**

This induction information has been written to support any new members of staff to settle into their roles quickly and efficiently. We hope you have found the process helpful.

We believe it contains the majority of basic day to day information you will need whilst giving an overview of procedures and routines to be followed at Fairfield.

It would be useful to have your input and response to this information. Please note any comments below any comments or omissions which would enable us to improve the quality of this procedure.

What information did you find particularly useful?

What could be improved?

Specific recommendations for improvement?

Thank you