



Shawlands Primary School Policy

**(Staff and Volunteer) Induction Policy
REVIEWED EVERY 3 YEARS**

Reviewed Autumn 2021.

This policy states the school's aims and procedures on inducting new staff and volunteers into our school to help them, at the soonest opportunity, to be safe and comfortable in our school environment. Schools are very busy places with a large amount of systems and processes that are regularly reviewed and adapted. Our aim is to ensure that all staff understand the policies and procedures in place so that they can communicate them with other stakeholders and carry them out efficiently to ensure the safety of all pupils, staff and parents.

The policy is written to:

- Induct new staff thoroughly and cover all of the key information that members need to know to do their job safely from day one
- Ensure that information is shared adequately and consistently
- Ensure that non-permanent staff and visitors receive a simplified version that allows them to stay safe in school and ensure the safety of all stakeholders in their care
- Enable new staff to raise concerns or questions about our school procedures
- Allow school leaders to draw together a wealth of information for new staff or volunteers to enable them to work efficiently from the start of their new role

APPENDIX A: Induction Checklist for all staff

APPENDIX B: Induction Summary and Contract

APPENDIX C: Summary for visitors and temporary (supply or peripatetic) staff- this will be handed to all visitors regardless of their role or length of stay

Please note that expectations on all staff are made clear, linked to safeguarding and child protection, through our 'Professional Code of Conduct Policy'. This includes the expectation that staff working with under 5s, or with under 8s in wrap-around provision, will confirm they are not disqualified under the Childcare Act 2006.

Shawlands Primary School
Autumn 2021

SHAWLANDS PRIMARY SCHOOL INDUCTION POLICY

APPENDIX A: Induction Checklist for all staff

A senior leader or, where appropriate, a colleague in the relevant will demonstrate, share links/copies of and explain the following:

GENERAL

- School Ethos
- Class Structures
- School Day
- Timetables and shared resources/spaces
- Expectations- Personal
- Expectations- Professional
- Staff absence
- Briefings and meetings
- Leadership
- Governance

EMPLOYMENT

- Employment Contract
- Overall Staffing Structure
- Job Description and Your Role
- Line-management
- Performance Management Policy and Documentation

SAFETY

- Health and safety leaders and systems
- How to report accidents and injuries to staff
- How to report accidents and injuries to child or non-employee
- How to report concerns
- Special requirements- what do you need to do your job safely?

FIRE AND EMERGENCY

- Fire evacuation plan
- Fire drill procedure and expectations
- Fire extinguishers- shared areas and your classroom
- Emergency evacuation
- Raising alarms

SAFEGUARDING

- Safeguarding leaders and systems
- How to monitor signs and symbols
- How to report a concern, including FGM, CME, CSE and CCE
- How to monitor key pupils
- How do we share information?
- Key documentation
- Follow-up procedures
- Attendance and punctuality expectations

E-SAFETY

- Use of ICT
- Use of email
- Pupil use of ICT
- How to report concerns
- Use of social media

WHISTLEBLOWING

- What to do and who to speak to
- Hierarchy of who to contact
- How will the school handle disclosures or allegations against staff?

PARENTS

- Ethos
- General expectations
- Communicating with families
- How to share concerns

BEHAVIOUR AND DISCIPLINE

- Behaviour policy
- Key behaviour systems- rewards and sanctions
- Applying the code consistently
- Note-taking
- Reporting concerns
- Speaking to parents and wider family

FINANCE

- Ordering resources
- General school practice

SCHOOL DOCUMENTS

- Prospectus
- Policy list and links to website
- Website tour
- Twitter feed

SHAWLANDS PRIMARY SCHOOL INDUCTION POLICY

APPENDIX B: Induction Summary and Contract

I have had a thorough induction in the following areas of school systems and processes:

(Please tick)

- GENERAL SCHOOL TIMETABLES AND SYSTEMS
- EMPLOYMENT AND MY ROLE
- SAFETY IN SCHOOL
- FIRE AND EMERGENCY PLANS
- SAFEGUARDING SYSTEMS
- E-SAFETY
- WHISTLEBLOWING
- PARENTS AND FAMILIES
- BEHAVIOUR AND DISCIPLINE SYSTEMS
- SCHOOL FINANCIAL SYSTEMS
- SCHOOL DOCUMENTATION

Please tick the following statements if they are true:

- I have been shown the school website
- I have been shown the school Twitter feed
- I have been shown/sent a copy of the school prospectus
- I have been shown where all live policies are available and/or stored
- I know who the safeguarding leads are in school
- I know where to find guidance on the signs and symptoms of child abuse or welfare issues
- I know how to report a cause for concern, including FGM, CME, CSE and CCE
- I know what to do in the event of a fire or emergency
- I know who my line manager is
- I know the people who I lead (if relevant)
- I know and understand my role in school
- I know how to report a concern or complaint
- I know how to record an injury or accident
- I know how to report a health or safety concern
- I have a copy of, or know where to find, the key policies:
 - Health and safety (to read and return)
 - Keeping Children Safe in Education Part 1 and Appendix A (to read and return)
 - Child Protection
 - Professional code of conduct
 - Attendance and punctuality
 - Behaviour and discipline
 - Anti-bullying and related policies
 - Visitors in school
 - E-safety
 - Feedback Policy
 - Whistleblowing
 - First Aid

Member of staff:

Induction Leader:

Date:

[Induction Policy](#)

SHAWLANDS PRIMARY SCHOOL INDUCTION POLICY – VISITOR INFORMATION

APPENDIX C: Summary for visitors and temporary (supply or peripatetic) staff- this will be handed to all visitors regardless of their role or length of stay

Confidentiality

- Please keep all information you learn about children within our school confidential. This includes any disclosures, behavioural incidents and/or personal/sensitive information.

Professional Conduct

- All non-permanent staff and visitors must conduct themselves in a professional manner.
- Treat all children positively and equally.
- Mobile phones should not be visible or used near any children and taking photographs of children is prohibited, with the exception of staff uploading images to the school Twitter feed.

Staying Safe

- Familiarise yourself with fire exits and where the nearest fire extinguishers are
- Ensure you know how many children are present at all times, if any children in your care have medical conditions or particular behavioural/social issues
- Stay in the sight of other staff at all times unless we have your appropriate DBS details
- Never be alone with an individual child
- Only members of staff who are first aid trained may deal directly with accidents except in an emergency
- Visitors (unless supply teacher) should signpost any issues to staff members urgently

What to do if a child discloses information

- Write down exactly what the child said or did.
- Pass this information straight to one of the safeguarding leads.
- It is everybody's responsibility to safeguard children- if you feel that you have a concern but you are unsure if it is serious, please seek advice from one of the safeguarding leads above.

What to do in the event of a fire

- Treat any alarm as a real and serious incident – we no longer inform visitors of planned fire drills
- Raise the alarm if you discover a fire and ensure that you/a staff member call 999 when you are safe to do so
- Line all children in your care up in a calm and sensible fashion, leaving belongings behind
- Walk calmly to the top playground away from the building
- Count the children, staff and students you are responsible for to ensure everyone is present
- Immediately tell one of the leaders above if someone is missing