

**BURTON C of E PRIMARY SCHOOL**

**INDUCTION POLICY**



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Primary School**

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**March 2024**

# **Burton Church of England Primary School**

## **Induction Policy**

### **Introduction**

Burton Church of England Primary School is committed to safeguarding and promoting the welfare of the children in its care. The induction programme is a vital process that is undertaken to support newly appointed staff, volunteers and children.

The induction of new staff, including support staff, is an important part of school life and essential in maintaining and developing the ethos of the school. The staff are the schools most expensive resource and it is important that we invest time and effort to help each new staff member to settle in quickly and happily into school.

An effective induction programme for staff is essential to maintain continuity of purpose and benefit from the additional expertise the new member of staff will bring.

### **The aims of this policy:**

Our priority is to raise standards, increase rates of progress and improve the quality of education for all our pupils in a safe and welcoming environment. We believe staff who are well supported and confident in their roles will help achieve this more successfully. The Induction Policy and the Induction Procedures aim to provide all newly appointed staff, and those changing role, with a programme of structured support and guidance appropriate to their role to enable them to:

- integrate successfully into the school or new role;
- consolidate their performance
- gain experience and develop professional expertise
- fulfil their job description successfully
- have opportunities for observation and discussion of their work with senior staff and to discuss any difficulties that may be experienced
- identify their potential for career development and take advantage of opportunities for CPD
- have opportunities to join in and contribute to discussions on school policy.

This policy does not cover induction of ECTs (Early Career Teachers). Please see the ECT policy for details.

## **Procedures**

All new staff will be provided with a Staff Induction documentation which will include information on safeguarding & child protection, health and safety, e-safety, the staff handbook, staff code of conduct, staff roles and responsibilities, first aid, SEND and the behaviour policy. An induction checklist will be completed and signed by the new staff member and their mentor. (See Appendix)

## **Supply Staff**

Supply staff should be welcomed by a member of the Administration team. Their photographic identity will be verified and they will be issued with the appropriate visitor badge. They will receive, on the first visit, a handout 'Information for Supply Teachers' which will detail the School day and expectations. The handout will also include information on procedures for safeguarding, and health and safety. The Supply teacher will be advised if there is to be a fire alarm test and will be asked to make themselves familiar with the escape route in the classroom they will be working in. They will also be shown the staffroom.

## **Teaching Staff**

All new staff should be given appropriate induction advice, training and resources. This should include:

- Staff Handbook (A-Z)
- Access to Policy documents
- Year group planning
- Assessment advice, recording, reporting, resources and procedures
- Class list
- Child Protection/Safeguarding
- Behaviour Policy
- Health and safety including Fire safety
- Information on whole school and year group resources, including ICT
- E-Safety
- Timetables
- PPA arrangements
- SEND information
- Roles and Responsibilities of all staff
- Educational Visits Policy

A member of the Senior Leadership Team will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

All new teaching staff will be allocated a mentor to provide advice and support on a daily basis.

New staff will have access to the Head Teacher to discuss additional training needs and difficulties they may be experiencing, in addition to appraisal procedures.

A more formal meeting will take place with their mentor at the end of the first week then first half term to complete the Induction Checklist and then informal discussions half termly during the first year with either their mentor or phase lead will be held to identify and resolve any concerns.

## **Early Career Teachers (ECTs)**

Induction for early career teachers will be provided, following guidance from the DfE. Induction advice and resources will be provided as for all teaching staff. See also ECT Policy

## **Support Staff**

Including Teaching Assistants; Administration Staff and Lunch Supervisors

Induction information may include:

- Staff roles and responsibilities
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible
- Information on the school & school aims (see website)
- Access to the Staff Handbook and policy information, procedures and resources.
- Timetables and group lists for relevant classes
- Information concerning the child/children for whom they are responsible if appropriate
- Information on resources including SEND resources
- Information on assessment, record keeping where necessary
- Behaviour policy
- Safeguarding Policy
- Training in the use of the photocopier, laminator.
- Introduction to the computer system and E-safety
- Health and Safety
- Fire Safety
- Information on training opportunities
- Access to all policies
- Opportunity to comment on policy and practices.

All staff will take part in Performance Management procedures.

A member of SLT will be responsible for the induction of teaching assistants. The Administrative Manager/School Business Manager is responsible for the appropriate induction advice and training for administrative staff.

The Administrative Manager/ DHT is responsible for the induction of lunchtime staff. A named mentor (Lunchtime supervisor) will be provided to give support with daily practice and training.

## **Premises staff**

Induction should include:

- Relevant information on the school
- Reference to the school website and access to aims and policies
- Health and Safety and Security information
- The Staff Handbook
- Relevant information to help them carry out their job description effectively including guidance (and training where necessary) on safe use of chemicals and cleaning products and equipment
- Opportunities to comment on policy and practice
- Safeguarding Policy and Procedures

All staff will take part in Performance Review procedures.

## **Governors**

Governors have a vital role to play in providing support, advice and guidelines for the school. Induction information/guidance provided by Governor Services at the LA. The Chair of Governors is responsible for the induction of new governors.

The local induction should include:

- Opportunities for a tour of the school meeting staff
- Ofsted, KS2 test and EYFS information
- School and Governing Body Policy documents
- Governing Body and Committees' Roles and Responsibilities
- Dates and times of whole governing body Committee meetings
- Access to and information in previous governing body minutes
- Latest school newsletters
- Information on and access to governor courses

All new governors should be provided with support and information on current policies and practice. The clerk to the Governors / Chair of Governors should arrange to discuss the

success of the induction arrangements at least twice during the first year to improve the quality and relevance of the induction arrangements.

## **New Reception Children (September Transition)**

We aim to integrate new children happily and successfully into Burton Church of England Primary School. The Early Years Lead is responsible for arrangement for induction in liaison with the Headteacher and SENDCO, and will make contact with new pupils and parents prior to their first attendance, where possible, and arrange a plan of visits for parents and children. This will typically include:

- New Parents Information evening
- Stay and Play sessions
- Home visits

The purpose of this contact is to:

- Provide opportunities to gain the children's confident knowledge and trust in a known person
- Access and identify information on individuals
- Identify strengths and weaknesses, and make arrangements to match individual needs to support, pastoral and SEND provision
- Allow parents to provide relevant information to support the child(ren) in class appropriate to ability, behaviour, physical and emotional needs
- Provide information on aspects of transfer
- Manage induction visits to Burton Church of England Primary School for children and their parents

## **Parents and Children Joining During The School Year**

The Headteacher and Administrative Manager /School Business Manager are responsible for the induction of new children and their parents.

The minimum programme will include:

- Meeting with the School Business Officer/ Headteacher or Deputy Headteacher to discuss the child's needs and provide school information
- Offer of a guided tour around the school with an opportunity to meet the designated class teacher and class
- School Events Dates
- Behaviour Expectations
- Home School agreement – part of enrolment form
- Uniform and PE requirements
- School dinner/lunchtime arrangements
- Opportunity for the child to spend some time in school with the class before joining full time if appropriate

The Class Teacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child initially with daily routines
- Equipment – a reading book, exercise books, pencil and bag storage
- Information on homework, PE games, play/lunch arrangements, newsletters
- Assessment in liaison with SENDCO to identify appropriate learning and emotional needs
- Pastoral support and parental contact

## **Volunteers**

The Administrative Manager is responsible for the induction of parent helpers/volunteers. The minimum programme will include:

- Completion of an application form and taking up of references
- Completion of the DBS process
- Guided tour around the school with an opportunity to meet the designated classteacher and class
- Training in the use of the photocopier, laminator where appropriate
- Clear guidance on reading practice where appropriate
- Safeguarding leaflet
- Volunteering at Burton School information and guidance

With reference to the school website:

- Safeguarding Policy /Child protection
- Health and Safety Policy/Guidance
- Fire Safety
- E Safety
- Behaviour

Adopted: - March 2024

To be reviewed – March 2027 or in light of new guidance