



Induction of New Staff

Date	Review Date	Coordinator	Nominated Committee member
18/09/2019	18/09/2021	N Myers	D Redmond

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education Act 1996
- Standards and Framework Act 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Children Act 2004
- Education & Inspections Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- [Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website \(Cabinet Office\)](#)

We believe it is essential that we have in place clear induction procedures to provide all newly appointed staff with a programme of structured support and guidance so that they can integrate successfully into the school.

We believe that the school's greatest resource is the teaching and support staff who provide an excellent education for the pupils of this school. We will endeavour to provide the right conditions for all staff and to achieve a suitable work-life balance in order for them to undertake their role to the very best of their ability.



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We have the duty of maintaining a high standard of teaching and learning throughout the school by recruiting high quality teaching and support staff and ensuring the provision of high quality training opportunities for everyone.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide newly appointed staff with a structured programme of support and guidance.
- To ensure that newly appointed staff are introduced to school policy and procedure.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure



Role of the Committee

The Committee has:

- appointed a member of staff to be the Induction Mentor;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Committee member to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Committee;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Committee
- nominated a link Committee member to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Committee every term;
 - annually report to the Committee on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:



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- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link Committee member and mentor;
- meet with all new school personnel to welcome them to school and to outline the following:
 - A brief history of the school
 - The school aims and objectives
 - School standards
 - Role and responsibilities
 - School personnel code of conduct and dress code
 - Performance management
 - An outline of the sickness and absenteeism policy
 - Punctuality
 - School personnel and staffing structure
 - Pupils, parents and the local community
 - Workload
 - Worklife balance
 - Health and safety procedures
 - Safeguarding and child protection
 - School security
 - Committee
 - Tour of the school building(s) and grounds
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and Committee members
- annually report to the Committee on the success and development of this policy.

Role of the Induction Mentor

The mentor will:



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- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated Committee member;
- provide guidance and support to:
 - Teaching Staff
 - NQTs
 - Supply Staff
 - Learning Support Staff
 - Administrative Staff
 - Lunchtime Assistants

- organise an **induction day** with a new member of staff when the following documentation will be discussed in depth:

Documentation	New Staff				
	Teachers	NQTs	Learning Support Staff	Administrative Staff	
School Handbook	▪	▪	▪	▪	
Staff Handbook	▪	▪	▪	▪	
Safeguarding Handbook	▪	▪	▪	▪	
Health and Safety Handbook	▪	▪	▪	▪	
Lunchtime Supervisors Handbook					
Alcohol and Drugs Misuse Policy	▪	▪	▪	▪	
Anti-bullying and Anti-harassment at the Workplace Policy	▪	▪	▪	▪	
Continuing Professional Development Policy	▪	▪	▪		
Dealing with Allegations Against School Personnel Policy	▪	▪	▪	▪	
Disciplinary Procedure Policy	▪	▪	▪	▪	
Dress Code Policy	▪	▪	▪	▪	
Grievance Procedure Policy	▪	▪	▪	▪	
Health and Safety Policy	▪	▪	▪	▪	
Evacuation of the School Building Policy	▪	▪	▪	▪	
School Security Policy	▪	▪	▪	▪	



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Medical and First Aid Policy	▪	▪	▪	▪
Reporting and Recording Accidents	▪	▪	▪	▪
Health and Wellbeing of School Personnel Policy	▪	▪	▪	▪
Lone Workers Policy	▪			
Performance Management Policy	▪	▪	▪	▪
SEN Policy	▪	▪	▪	
School Personnel Code of Contact Policy	▪	▪	▪	▪
Staff Absence Policy	▪	▪	▪	▪
Staff Capability Policy	▪	▪	▪	▪
Whistle Blowing Policy	▪	▪	▪	▪
Work-life Balance Policy	▪	▪	▪	
School Improvement Plan	▪	▪	▪	
National Curriculum Documents	▪	▪		
Schemes of Work	▪	▪		
Assessment, Recording and Reporting Procedures	▪	▪	▪	

- annually report to the Committee on the success and development of this policy.

Role of the Bursar

The Bursar will meet with each new member of the school personnel to:

- explain the contract of employment;
- confirm their personal details;
- confirm bank account details;
- explain salary reviews;
- explain travel and subsistence expenses;
- explain salary slips;
- explain contributions and benefits;
- explain AVCs;
- issue school keys;
- issue personal laptop with login ID and password details;
- explain the absenteeism and sickness policy;



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- outline what constitutes personal data and the Data Protection Act.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- help in the induction process by making new staff welcome in this school;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy
- be polite and well behaved at all times;
- show consideration to others;
- help in the induction process by making new staff welcome in this school;
- liaise with the school council make suggestions about improving this policy;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be informed about any new member of the school personnel;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.



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Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook;
- meetings with school personnel;
- reports such annual report to parents and Headteacher reports to the Committee.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Well-being of School Personnel
 - Work-Life Balance
 - Health and Safety
 - Dress Code
 - School Personnel Code of Conduct
 - Anti-Bullying and Anti-Harassment at the Workplace
 - Dealing with Allegations Against School Personnel
 - Disciplinary Procedure
 - Grievance Procedure
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.



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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

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Linked Policies

- Alcohol and Drugs Misuse
- Anti-Bullying and Anti-Harassment at the Workplace
- Continuing Professional Development
- Dealing with Allegations Against School Personnel
- Disciplinary Procedure
- Dress Code
- Grievance Procedure
- Health and Safety
- Health and Well-being of School Personnel
- Lone Workers
- Performance Management
- School Personnel Code of Conduct
- Staff Absence and Leave
- Staff Capability
- Whistle Blowing
- Work-Life Balance

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation



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- Policy Approval Form

Headteacher:	N Myers	Date:	20/10/2019
Chair of Committee:	D Redmond	Date:	22/20/2019