

# **Herries Prep School Staff Induction Policy**



|                                |                                                 |                             |
|--------------------------------|-------------------------------------------------|-----------------------------|
| <b>Created by:</b>             | <b>Dianne Seyffert<br/>Deputy Head</b>          | <b>Date: September 2024</b> |
| <b>Last reviewed on:</b>       | <b>September 2025 - Rob Grosse, Headteacher</b> |                             |
| <b>Next review due<br/>by:</b> | <b>September 2026</b>                           |                             |

## **INTRODUCTION**

*Induction is the effective introduction of a colleague to his or her role within the school. This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave.*

*The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the school and its working practices as quickly and easily as possible. Induction is the beginning of a process of ongoing professional development, to which the school is thoroughly committed.*

### **Specific Aims**

The specific aims of the school's induction of new staff are:

- To provide the individual with practical and relevant school information.
- To ensure an understanding of the school's aims and ethos and how they impact on the implementation of school policy.
- To ensure effective implementation of school policies and procedures.
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the school.
- To ensure implementation of the school's health and safety routines and requirements.
- To identify the role the individual will play within the school.
- To learn more about the individual and his or her immediate long term professional needs and aspirations.

The form at the end of this policy must be signed and dated, then returned to the school office to indicate that staff have received and read the pack.

## **THE INDUCTION PROCESS**

### **Induction Responsibilities**

It is the Headteacher and Deputy Head's overall responsibility to ensure each new member of staff receives his or her induction entitlement.

New staff will be **made aware of their roles and responsibilities** as part of the appointment process but **once appointed this process is on-going**. The Headteacher will ensure that he/ she is readily available to new members of staff to answer any questions that they may have. Colleagues are also expected to support, help and answer questions. Staff with responsibility roles will be able to give help in understanding particular elements of new members of staff's roles and responsibilities, e.g. Subject Coordinators; Deputy Head and Assistant Head Pastoral.

## **Induction Pathway**

The following describes what new staff can normally expect by way of induction.

The level of support provided will be tailored to the new member of staff's role within the school and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

After accepting the post, the employee should:

- Receive a job description and person specification
- Agree to contract and salary
- Complete pre-appointment documentation eg. DBS checks
- Meet with a senior member of staff to discuss role and duties
- Where possible have a handover from previous post holder
- Be offered an Informal opportunity to meet staff and pupils
- Undertake safeguarding training

Immediately prior to commencement of employment, the employee should receive:

### *Role & Induction*

- Induction Policy
- Staff Code of Conduct (contained within Safeguarding Policy)
- Pupil Lists (available through ISAMS)
- Relevant Timetables
- Relevant Subject Overviews

### *School Information*

- Plan of the school
- School ID Card & Lanyard
- Details of staffing and governing body structure
- has access to the School Development Plan
- Term Dates for Academic Year (available via website)
- Access to calendar on Google

### *Policies*

- Receipt and discussion of key policies (see checklist)

### *Technical Information*

- staff emails
- desktop login and user ID
- An email address - [surname@herries.org.uk](mailto:surname@herries.org.uk)
- Access to Google Classroom and Drive - [surname@herries.org.uk](mailto:surname@herries.org.uk) • Be given Educare login and password

Before the end of the first week, the employee should:

- Have a further discussion with the Headteacher / Deputy Headteacher to confirm understanding of school policies
- Signs to confirm having read and understood relevant school policies and received all of induction information

## **INDUCTION TRAINING**

Staff will receive (at minimum) the following induction training:

### **Safeguarding / Child Protection**

New staff will be trained in Herries Safeguarding Policy for Child Protection and will be asked to complete the Child Protection training e.g. through RBWM or Educare. New staff who are going to be working within the EYFS will be trained in Child Protection matters particular to this age group such as toileting accidents, keeping mobile phones locked away and who is able to take pictures of children and how they are used and stored (all of which information is in the Child Protection Policy).

New staff will be made aware of their own responsibilities with regard to safeguarding the welfare of pupils at the School. Induction training for staff will include: Definitions and signs and indicators of physical, emotional, sexual abuse and neglect, plus other specific safeguarding issues, for example, child sexual exploitation, forced marriage, female genital mutilation and bullying, including cyberbullying

A copy of the School's Safeguarding Policy on the website provides staff with the contact details of our DSL and DDSL, plus information on the School's procedures for reporting abuse and allegations of abuse

Relevant sections and the latest version of the statutory 'Keeping Children Safe in Education' guidance must be read. All members of staff and those staff working directly with children will also be required to read Annex A of Keeping Children Safe in Education in addition to Part One and Annex B.

All staff and volunteers are required to attend regular refresher training. In addition, all staff receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. The DSLs are trained every two years in child protection and inter-agency working. Training is provided by the local social services department and approved external welfare agencies. This includes training on the part of the DSL in regard to the school's Prevent duty with reference to pupil radicalisation. The DSL/DDSL attend regular Independent Schools Safeguarding Forums (ISSF) at which there are always cross-agency presentations, training and updates.

### **Fire Safety Policy and information about the Evacuation procedure:**

New Staff will be asked to familiarise themselves with the evacuation routes from the different areas of the building; be made aware of any particular Health and Safety issues that may pertain particularly to that role and inducted into trip, visits and catering procedures

### **Induction Checklist**

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| <b><i>Signed</i></b>                                                                        |
| <b>After acceptance of the post</b>                                                         |
| Read and understood the job description                                                     |
| Signed and returned my contract and other pre-appointment documentation                     |
| Educare / RBWM Child Protection Training                                                    |
| <b>Prior to commencing employment</b>                                                       |
| DBS clearance received ( <b><i>Bursar</i></b> )                                             |
| Have a Herries ID lanyard                                                                   |
| Have read the Staff Handbook                                                                |
| Be familiar with the plan / layout of the school                                            |
| Be familiar with the staffing and governing body structure of the school                    |
| Received and read subject overviews / handbooks for all the relevant subjects               |
| Received own timetable covering duties and responsibilities                                 |
| Have access to the School Development Plan                                                  |
| Have access to term dates and school calendar                                               |
| Have access to school server, email and Google Drive                                        |
| <b>At the end of the first week</b>                                                         |
| Had end of induction meeting with Headteacher / Deputy Head ( <b><i>Deputy / Head</i></b> ) |
| Met with the school nurse to discuss medical needs / risk assessments etc.                  |
| Read and understood the following:                                                          |

|                                                                  |
|------------------------------------------------------------------|
| Anti-Bullying Policy                                             |
| Behaviour and Exclusion Policy                                   |
| Curriculum Policy (Teaching Staff Only)                          |
| Data Protection Plan                                             |
| Equal Opportunities Policy                                       |
| Online Safety Policy                                             |
| EYFS and Arrangements for Mobile Phones Policy (EYFS Staff only) |
| Fire Safety Policy and Evacuation Procedure                      |
| Health & Safety Policy                                           |
| Images of Children Policy                                        |
| Mental Health Policy                                             |
| Missing, Lost and Uncollected Children Policy                    |
| Safeguarding Policy for Child Protection Policy                  |
| Keeping Children Safe in Education Part 1 and Annex A            |
| Staff Code of Conduct                                            |
| SEND Policy                                                      |
| Whistleblowing Policy                                            |

I confirm that I have received, read and understood details of my role and the policies listed above.

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

I further confirm that there have been no changes to the information I gave on my Staff Self Declaration Form.

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