



Diocese of Bristol Academies Trust

Staff Induction Policy

Level: 1

Date Adopted: 14th July 2017

1. Policy Statement

The Trust is a Christian organisation that regards all staff as uniquely valued in the eyes of God. Therefore all new members of staff should be welcomed into our community and given the information and training they require to fulfil their roles effectively.

2. The Purposes of Staff Induction

The purposes of staff induction are to;

- welcome each new member of staff so that they feel a full member of the Trust's community and are able to establish good social relations with other staff;
- give them the basic information about their Academy and the Trust to enable them to carry out their daily responsibilities;
- enable them to understand the nature of their post, their responsibilities and the expectations of them, in particular in areas of safeguarding and child protection;
- make them aware of policies that set out their statutory responsibilities and the expectations of their conduct, eg in particular, but not exclusively the Safeguarding Policy, Health and Safety Policy, Appraisal and Capability Policy and Staff Code of Conduct;
- provide appropriate training in safeguarding and child protection and other areas where this is required e.g. for Newly Qualified Teachers,
- allow opportunities to discuss their anticipated career development

3. The elements of a good Induction Programme

Induction programmes should normally include the following elements;

- pre-commencement visit;
- induction pack;
- welcome and introduction to other staff;
- familiarisation with Academy routines;
- familiarisation with key policies;
- meetings with line manager;
- meetings with mentor;
- social event;
- training on safeguarding and child protection and other programmes if required;
- consolidation meeting;
- review and evaluation of induction process.
- planning of next career steps

The way these elements are delivered and the nature of the information presented will vary depending on whether the new member of staff is an experienced teacher, a member of

the non-teaching staff or a Newly Qualified Teacher. However, safeguarding and child protection training is required in all cases.

Pre-commencement visit

Before a new member of staff takes up their post it is useful and reassuring for them to visit the Academy they will be based at. This will enable them to complete any necessary paperwork, find out where in the Academy they will be based and ask any questions they may have about their hours and contract. If the induction pack is ready at this time it will be helpful for it to be given out. This will give the staff member time to become familiar with the basic information about the Academy. The visit should include brief meetings with the Principal, the line manager and mentor if there is to be one.

Induction Pack

This should contain the essential information the new member of staff needs to know about the Academy. An example of the possible contents is provided in Appendix A. It should be given out either during the pre-commencement visit or when they start their post.

Welcome and introduction to other staff

It is very important to publicly welcome the new member of staff and introduce them to the rest of the team. It is essential that everyone else knows who they are and what their role is and equally they know other people. It will help to make them feel at home.

Familiarisation with Academy routines

Every school is different and does even the basic things in different ways. It is very important to go through the key routines of the Academy and not to assume that even an experienced member of staff moving from another establishment will know how things are done.

Familiarisation with key policies

There are a number of key policies that it is vital all members of staff are familiar with. These are-

- Staff Code of Conduct;
- Safeguarding Policy including Child Protection and E-safety and Use of Social media;
- Keeping Children Safe in Education;
- Health and Safety Policy;
- Critical Incident Strategy and Plan including emergency evacuation and closure plans;
- Appraisal and capability Policy
- Policies relating to Staff Absence and Leave of Absence.

Staff should be asked to sign to confirm that they have read and understand their responsibilities under these policies. This should be renewed at the start of each academic year.

Each new member of staff should be told how to access all other Academy and Trust policies. Teaching staff should also be asked to look at;

- Assessment and Marking Policy;
- Behaviour Policy;
- SEN policy.

Meetings with line manager

The immediate line manager will be the most important person for the new member of staff. It is critical that they are able to have a meeting with them during the pre-commencement visit, the day they start and regularly as the year progresses. Initial meetings should include an introduction to the academy's Safeguarding Policy and how to report concerns about a child or member of staff; information about what is and what is not confidential information; and other key policies.

Meetings with mentor

It is good practice for a new member of staff to have an experienced member of staff to mentor them. The relationship with the mentor can be different from that with the line manager. Staff may feel more able to discuss any problems they are having with a mentor rather than going straight to their line manager. In small schools it may be difficult to find a mentor who is separate from the line manager. This could be solved by the mentor being a member of staff at another Academy within the Trust.

Social event

It is good practice to hold some kind of social event in Term 1. This helps to make all new members of staff feel part of the team, and is also a way of bonding the whole staff team together.

Training programme

All new staff must undertake Safeguarding training within the first few weeks of starting work. It is also important to identify any other training needs the new member of staff may have and construct a programme over the year to meet them. This will help to ensure that the new member of staff performs at the optimum as well as recognising their needs as an individual.

Consolidation meeting

Academies can be very busy places especially at the start of a new year. There can be so much information that new staff can find it hard to absorb and make sense of it. For that reason it is good practice to hold an event for all new staff between four and six weeks into

the term. This provides an opportunity for them to ask questions, consolidate their understanding and generally touch base.

Review, Evaluation and Next Steps

At the end of the Induction Process it is important to carry out a review or evaluation with new staff to see how effective it has been, what improvements could be made and to discuss and listen to suggestions for the next steps for the employee to continue to develop professional and build experience.

4. Newly Qualified Teachers NQTs

NQTs must complete a statutory induction period equivalent to a school year. The DfE issues comprehensive guidance on this which is regularly reviewed. The latest edition will be found on the DfE website.

The National Induction Programme for Teachers NIPT also has a variety of guidance and resources at <http://www.teacherinduction.ie/en/>

Each Academy needs to have a programme in place for statutory Induction and a named Approved Body.

5. Roles and Responsibilities

The Trust Board

The Trust Board has overall oversight of staff recruitment and induction processes across the Trust and its Academies. The Board is responsible for the induction of new Principals.

The Trust Business and School Improvement Teams

Through their visits to the Trust's Academies, these teams are responsible for monitoring the effectiveness of recruitment and induction policies and making the Trust Board aware of examples of good practice and any areas of concern.

The Local Board of Governors.

The Local Board of Governors have responsibility for the recruitment of staff and the adoption and implementation of induction procedures.

The Principal

The Principal has overall management responsibility for ensuring the effective induction of staff in line with Academy and Trust procedures, as part of their duty to ensure that suitable staff are recruited and enabled to become capable and effective in their roles. Although in practice this responsibility may be delegated to another manager, the new employee should have the opportunity to meet the Principal within their first few days at work, if only briefly to welcome them and establish their working relationship.

Staff Induction Coordinator

It is good practice for each academy to appoint a member of staff to take responsibility to devise, implement, monitor and evaluate the induction programme. This could be the Business Manager or other member of the Senior leadership team.

The Line Manager

The line manager has the primary responsibility for ensuring that a new member of their team has all the information and support they require to fulfil their duties effectively. The line manager should meet the new member of staff during their pre-commencement visit, when they arrive at the Academy to start their post and regularly over the course of their first year.

The Mentor

If there is a mentor their role is to provide professional support based on their experience in the Academy. It is important if an Academy decides to have a mentoring system that mentors are given a clear role description and appropriate training.

The Safeguarding Lead

The Safeguarding lead has primary responsibility to ensure that the necessary safeguarding training is undertaken within the first few weeks of the new member of staff starting work. They should also ensure that that the new member of staff fully understands their responsibilities concerning safeguarding and child protection.

Appendix A Staff Induction Pack

A staff induction pack should contain the following

- Calendar of relevant dates for the academic year eg INSET, training, staff meetings, parents evenings
- map or plan of the Academy;
- times of the Academy's day;
- Academy Calendar showing term dates and staff training days;
- staff list;
- staff handbook – including SOPs eg for IT support
- specific policies for all staff (hard or soft copies)
 - Safeguarding Policy including Child Protection and E-safety, and how to report concerns;
 - Staff Code of Conduct;
 - Health and Safety;
 - Preventing Extremism
 - Critical Incident Strategy and Plan including procedures for emergency evacuation and closure;
 - Staff Absence and Leave of Absence
 - Appraisal and Capability Policy
 - Assessment and Marking Policy (if required)
 - Behaviour Policy
 - SEN Policy
- timetable;
- class list or lists;
- duty rota;
- mark book / planner; (if required)
- Location of relevant schemes of work and other resources. (as required)