

# Ringway Primary School Induction Policy

*The Future starts here*

Our aim is to provide the foundations for a positive future for our pupils.

A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle , and to enjoy all they do.

A future where they are money smart & make a positive & respectful contribution to their culturally diverse community - at a local, national & global level.

A future where they aspire to be the best they can be & achieve their full potential.

Created .....Sept 15

review Sept 18.....

Signed C of Gov.....

Headteacher.....

## **Introduction**

This policy to include procedures for:  
teaching staff  
non-teaching staff  
members of the Governing Body  
new children

The policy will be implemented in accordance with agreed aims and other relevant policies including Continuing Professional Development (CPD), Performance Management, Health and Safety and Equal Opportunities.

## **AIMS FOR RINGWAY STAFF MEMBERS**

Our priority is to raise standards and improve the quality of education for all our pupils. We believe staff who are well supported and confident in their roles will help achieve this more successfully.

These 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;
- consolidate their performance;
- gain experience and develop professional expertise;
- fulfill their job description successfully;
- have opportunities for observation and discussion of their work with senior staff 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.

**SAFEGUARDING At Ringway - we have very robust safeguarding procedures in place. As part of the new starter pack each person receives a summary of our policy and key information of who the**

designated staff are and how to report a concern - as well as a whistleblowing NSPCC number to use if necessary.  
We have a culture of - IT COULD HAPPEN HERE.

## **PROCEDURES**

### **Volunteers**

- should: provide their CRB details to the office before starting
- be welcomed by one of the SMT;
- Go over safeguarding & H&S procedures
- receive, on the first visit, a handout 'Information for Volunteers';
  - have access to the SMT if difficulties arise.

### **Teaching Staff**

All new staff should be given appropriate induction advice, training and resources by their Key Stage leader/ Head Teacher. This should include:

- National Curriculum documents
- School Prospectus
- Policy documents, including School Aims and School Improvement Plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists, health, safety and personal information
- Information on whole school and year group resources, including ICT
- Timetables,
- SEN/ G&T information.

This meeting will happen on their Transition day visit usually in July - unless a mid year appointment arises

Staff will meet their new class am and their current teacher pm for transition discussion

The Head Teacher/Key Stage leader will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

On their first day they will be shown the H&S and safeguarding procedures and the critical incident plan & fire plan will be explained. They will receive the staff handbook and key policies before starting work .

They **MUST** sign a laptop declaration form, a confidentiality agreement and an agreement about the use of social media before starting work.

All new staff should meet with each co-ordinator by the end of their first month at school to go over schemes of work, resources, planning etc.

New staff have access to Head Teacher /Deputy or their Key Stage leader to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures. An informal discussion at the end of the first month and then half termly during the first year with a staff colleague will be held to identify and resolve any concerns.

### **NQTs**

Induction for newly qualified teachers will be provided, following guidance from the DCSF .They will meet with their appointed mentor before starting work.

Induction advice and resources will be provided as for all teaching staff.

Each NQT's induction should

- match particular development needs, identified during training;
- provide appropriate development related to the teacher's strengths
- identify targets to be achieved for the first year of teaching;
- provide opportunities for the teacher and line manager to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Improvement Plan and targets.

All NQTs have extra funding allocated for training and have 2 PPA slots per week.. They will have opportunities to visit schools to observe good practice; a programme of training for curriculum, classroom management and personal development; regular discussions with experienced teachers planned from the observations carried out by their mentor.

NQTs take part in the half termly monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Additional supportive observation and feedback is provided by

senior staff.

### **Non-teaching Staff**

The Head of Key Stage is responsible for the induction of TAs. Advice and training is provided by a fellow TA nominated buddy. SENCO, class teacher, Head Teacher and Deputy provide additional support.

Induction should include:

- Introduction to school staff especially the designated persons
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible
- Information on the school with access to policy information especially in regards to safeguarding
- Timetables and group lists for relevant classes
- Information concerning the child/children for which they are responsible if appropriate
- Information on resources including SEN resources.
- Information on assessment, record keeping, Marking Policy, Behaviour Policy.
- Training in the use of the photocopier, laminator etc
- Introduction to ICT practice in the school
- Health and Safety information
- Information on training opportunities
- Opportunity to comment on policy and practice.

An informal discussion will be held with the Key Stage leader during the first month and thereafter termly in the first year, to identify and provide relevant support.

### **Administrative Staff**

The Administrative Officer and Head Teacher are responsible for the appropriate induction advice and training. All new staff will be provided with a named mentor to give support with daily practice and procedures.

Induction information should include:

- information on the school, including the school prospectus, the school aims,
- policies, resources and procedures;
- health, safety and security information; including child protection
- training to implement ICT programmes and school administrative procedures
- access to confidential information, where appropriate, on children, staff and resources.
- the opportunity to comment on policy and practice.

### **Lunchtime Assistants**

The Head Teacher and the Senior Lunchtime Supervising Assistant are responsible for the induction of lunchtime staff. A named mentor will be provided to give support with daily practice and training.

Induction should include:

- Relevant information on the school, aims and policies;
- Information of Health and Safety, First Aid, security and behaviour policies and procedures; especially who the designated persons are and child protection procedures
- Relevant information to help them carry out their roles effectively.

Information on the playground system & timetable

### **Governors**

Governors have a vital role to play in providing support, advice and guidelines for the school. To enable the fulfillment of this role all new governors should be given current relevant school information, policy documents and School Improvement Plan data.

The Chair of Governors has responsibility for the induction of new governors. The Head Teacher and Clerk to the Governing Body should provide the following information and resources:

- School brochures including Staffing List, Prospectus, and School Year Calendar
- Most up to date DFE information & guidance

- School and Governing Body Policy documents including Instrument of Government, Health and Safety & Safeguarding Policy and a list of School Policies
- Dates and times of Governing Body and Committee meetings and Membership List
- Access to latest Governing Body and Committee Minutes and School Newsletters.
- Information on Governor Development and Training  
Latest Ofsted Report and KS test information

### **New Children**

We aim to integrate new children happily and successfully into Ringway's programme of work and opportunities.

The SENCO is responsible for liaising with the previous school to track down SEN records.

The SMT & class teacher are responsible for the induction of new children and their parents. The minimum programme will include:

- Meeting with the SMT to discuss child's needs and provide school information
- Guided tour around the school with an opportunity to meet the designated classteacher and class.
- School prospectus, School Events Dates, Behaviour Policy, Home School agreement uniform and PE requirements

The class teacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child in 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 SENCO to identify appropriate learning and emotional needs
  - Pastoral support and parental contact if needed
- EAL sessions with our EAL TA and key "survival" words to settle in

## Staff Induction Checklist:

	Item	Person Responsible	New Starter's Signature
1	CRB checked / <b>qualifications</b>	Office	
2	Starter Pack completed and sent	Office	
3	Key issued	Office	
4	Tour of site	Line Manager/mentor	
5	Introductions to team and relevant staff	Line Manager/mentor	
6	Demonstration of fire evacuation routes and where to find evacuation procedures in all rooms	Line Manager/mentor	
7	Read through all Health and Safety information in Handbook and any further questions answered	Individual and Line Manager	
8	Read through Handbook and any further questions answered	Individual and Line Manager	
9	Read through the Safeguarding Policies and any further questions answered be introduced to the designated persons & read part 1 of Keeping Children safe in education 2016	Individual and Line Manager	
10	Read through Data Protection Policy and any further questions answered	Individual and Line Manager	
11	Read through Whistle Blowing Policy and any further questions answered	Individual and Line Manager	
12	Received information on how to access necessary resources eg planning and assessment	Mentor	
13	Received & signed for ICT policies	Individual and ICTco-ordinator	
14	Received induction to ICT& safety measures in School	Individual and ICT co-ordinator	

This form is to be completed by all new starters (boxes 1-12 are a necessary requirement for all staff) within one week of their contract starting.

Once complete take a copy of the completed form with a signature next to boxes 1-12 (or 1-14 if appropriate) and return to the office.