



The Acorn Federation

Induction Policy

Policy written – May 2018

Policy reviewed – May 2021

Policy to be reviewed – May 2024

The Acorn Federation **Induction Policy**

This policy outlines procedures for induction of teaching staff, support staff, volunteer staff and new children at The Acorn Federation.

Dissemination

- Headteacher to ensure all contents of this policy are included during induction of all new staff.
- Where appropriate, staff must sign to say that they have read and understand the contents of this policy.
- All staff, volunteers and visitors must be made aware that the policy is kept in the school office.
- A copy maybe available on the school website.

Responsibilities

Headteacher to review every three years.

Introduction

The Acorn Federation 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 students.

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. Staff are the Federations most expensive resource and it is important that we invest time and effort to help each new staff member to settle quickly and happily into school life.

An effective induction programme for teachers and support 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 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 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.

Procedures

All new staff will be provided with a Staff Induction Booklet which will include information on safe guarding, child protection, health and safety, e-safety, the staff handbook, staff roles and responsibilities, first aid, SEND and the behaviour policy.

Supply Staff

Supply staff should be welcomed by a member of staff. Their photographic identity will be verified and they will be issued with the appropriate visitor badge. They will receive, on the first visit,

'Booklet 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.

Teaching Staff

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

- The New National Curriculum
- Staff Handbook
- School Prospectus
- Access to Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Class list
- Child Protection and Safeguarding information relating to procedures
- Behaviour Policy and Exclusions Policy
- Health and safety including Fire safety
- Information on whole school and year group resources, including ICT
- E-Safety
- Timetables
- PPA arrangements
- SEN information
- Roles and Responsibilities of all staff
- Educational Visits Policy

All new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

New staff will meet the Head Teacher to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures.

Newly Qualified Teacher's (NQTs)

Induction for newly qualified teachers will be provided, following guidance from the DfE and the LA taking account of proposals to use individual Career Entry Profiles. Induction advice and resources will be provided as for all teaching staff.

Teaching Assistants

Induction information should 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 with access to the Staff Handbook and policy information.
- 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
- Behaviour policy
- Safeguarding Policy
- Introduction to the computer system and E-safety
- Health and Safety
- Fire Safety

- Information on training opportunities
- Access to all policies

All staff will take part in Performance Management / CPD procedures.

Administrative Staff

Induction information should include:

- Information on the school, including the School Prospectus
- The school aims
- Access to policies, resources and procedures
- Health, safety and security information
- E-Safety
- Staff handbook
- Training to implement ICT programmes and school administrative procedures
- Access (including log in) to confidential information, where appropriate, on children, staff and resources
- Safeguarding Policy and Procedures

All staff will take part in Performance Review procedures.

Premises staff

Induction should include:

- Relevant information on the school
- The School Prospectus and access to aims and policies
- Health and Safety and Security issues
- The Staff Handbook
- Relevant information to help them carry out their job description effectively including guidance on safe use of chemicals and cleaning products and equipment
- Safeguarding Policy and Procedures

All staff will take part in Performance Review procedures.

Mid-day Supervisors

Induction should include:

- Relevant information on the school, aims and policies
- Information of Health and Safety
- The Staff Handbook
- First Aid, security and behaviour policies and procedures
- Safeguarding Policy and procedures
- Relevant information to help them carry out their roles effectively

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. New Governors receive a New Governor Induction information/guidance provided by Governor Services at the LA. The Chair of Governors is responsible for the induction of new governors.

New Children

We aim to integrate new children happily and successfully into The Acorn Federation. The Class Teacher is responsible for arrangement for induction in liaison with the Headteacher and SENCO,

and will make contact with new pupils prior to their first attendance, where possible, and arrange a plan of visits for staff and children to meet during the summer terms.

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 the individual child's progress and the cohort's progress
- Identify strengths and weaknesses, and make arrangements to match individual needs for support, welfare and SEN provision
- Provide relevant information to support the child(ren) in class appropriate to ability, behaviour, physical and emotional needs

Parents of children starting in Reception in September will attend a meeting with the appropriate staff during the Summer Term. The children also attend school for some introductory sessions with the appropriate staff. Families will be encouraged to have a home visit to aid the transition to school.

Parents and Children Joining During The School Year

The Headteacher and class teachers are responsible for the induction of new children and their parents. The minimum programme will include:

- Meeting with the Headteacher to discuss the child's needs and provide school information
- Guided tour around the school with an opportunity to meet the designated class teacher and class
- School Prospectus
- School Events Dates
- Behaviour Code
- Home School agreement
- 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 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

Volunteers

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

- Completion of the DBS process
- Guided tour around the school with an opportunity to meet the designated class teacher and class
- Volunteer Handbook
- Clear guidance on reading practice where appropriate
- Safeguarding Policy and Procedure
- Child protection
- Health and Safety Policy/Guidance
- Fire Safety
- E Safety