



1 Introduction

1.1 This policy applies to all employees and also, as appropriate, to volunteers agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

1.2 The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The Induction Programme should be cross- referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate.

1.3 The induction process will

- Provide information and training on the school's policies and procedures
- Provide Safeguarding training and assess its effectiveness
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectation
- Identify and address any specific training needs

1.4 The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered
- an induction timetable
- details of help and support available
- details of work shadowing, if appropriate
- a diary of induction meetings
- details of other relevant individuals with responsibility for induction

2 Management and organisation of induction

The Head of School is responsible for the overall management and organisation of induction of new employees, supply teachers, agency staff and volunteers. The Chair of the School Council is responsible for the overall management and organisation of induction of Governors.

The Induction Programme will be co-ordinated by the line manager, or another person with delegated responsibility, and should:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel.
- Ensure that an appropriate Induction Programme is provided, delivered and evaluated.

The line manager should meet with the new starter on a regular basis for the first few weeks and use the Induction checklists as a guide to ensuring that key areas are covered. A more formal review should take place at the end of the first month (support staff) or first half term



(teaching staff). A further review meeting should take place at 3 months as part of the interim probationary period.

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Head of School and their line manager. This should include:

- Safeguarding children and children protection (briefing)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by the Head of School and their line manager. This should include:

- Safeguarding children and children protection (briefing and online Level 1 course)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents and Year group schemes of work
- Staff Handbook
- School Brochure
- Policy documents, including School Improvement/Development plan
- Assessment advice, recording, reporting, resources and procedures
- Class and set lists
- Information on whole school and year group resources, including ICT
- Timetables
- SEN information

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Head of Operations and their line manager. This should include

- Safeguarding children and children protection (briefing and online Level 1 course)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Housekeeping/Maintenance/Catering Staff

All new staff should be given appropriate induction advice, training and resources by the Head of Operations and their line manager. This should include:



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- Safeguarding children and children protection (briefing and online Level 1 course)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Lunchtime supervisors / Exam invigilators

All new staff should be given appropriate induction advice, training and resources by the Head of School and their line manager. This should include:

- Safeguarding children and children protection (briefing and online Level 1 course)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

School Council

All new Governors should be given appropriate induction advice, training and resources by the Chair. This may include:

- Safeguarding children and children protection (briefing)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- current relevant school information, policy documents and School Improvement Plan data.
- School brochure including staffing, Ofsted and school performance data
- DfES information on the role of governor
- Governing Body Policy documents.
- Dates and times of whole governing body and sub-committee meetings
- Access and information of previous governing body minutes
- latest governing body report to parent and school newsletters.
- Information and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Head of School and their line manager. This should include:

- Safeguarding children and children protection (briefing)
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct



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NEW STAFF - PART 1 - APPOINTMENT PROCESS PRIOR TO START DATE

Employee: _____ Job title: _____ Proposed Start Date: _____
Actual Start Date: _____

		Done by	Date	Signature	In Staff File	Logged on PASS
1	Recruitment authorisation form completed and authorised	Principal				
2	Application form returned	HR				
3	Written reference 1 received and verified (most recent employer)	HR				
4	Written reference 2 received and verified	HR				
5	Photo ID verified	HR				
6	Date of birth checked	HR				
7	Address checked	HR				
8	Original certificates / proof of qualifications checked	HR				
9	Interview document returned fully completed by two interviewers	HR				
10	Enhanced DBS Disclosure applied for and documents for this on file Certificate No: _____ Issue Date: _____	HR				
11	DBS processed for spouse and children (residential staff only)	HR				
12	Barred List check	HR				
13	Prohibition from Teaching Check (All Teachers, Teaching Assistants, Nursery, Sports Coaches etc)	HR				
14	Prohibition from management of independent schools (If in a management role ie: ST, Governors, HoD etc)	HR				
15	EEA Check for Teachers who have worked overseas	HR				
16	Right to work in the UK (at interview and documents on file and signed, endorsed and dated)	HR				
17	Overseas check: Certificate of good conduct from the candidate's local police force. (Relevant if person has lived/worked abroad for over 3 months within the last 5 years of returning to the UK)	HR				
18	Pre-employment health questionnaire	HR				
19	Create user on PASS with staff initials	HR				
20	Single Central Record update complete	HR				
21	Risk assessment written by Head of School (If applicable ie: awaiting DBS, chaperones, overnight visitors etc)	Head of School				
22	Letter of appointment and job details sent	HR				
23	Letter of acceptance received from employee - signed and dated	HR				
24	Proof of liability insurance received (for self-employed staff only)	HR				
25	Proof of self-employment from HMRC (for self-employed staff only)	HR				
26	P45/P46 and salary info processed	Finance				
27	Next of kin documentation completed	HR				

Signed by: Head of School _____ Date: _____

Return this form to HR before the member of staff can start work.



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NEW STAFF - PART 2 - INDUCTION SET-UP PROCESS PRIOR TO START DATE

Employee: _____ Job title: _____ Start Date: _____

		Done by	Date	Signature	In Staff File	Logged on PASS
1	Email, PASS/3Sys account created	IT Manager				
2	Staff added to relevant distribution lists					
3	Assign Pyramid					
4	Workstation/office set up, equipment, inc IT set up	Line Manager				
5	Residential staff only: <ul style="list-style-type: none"> - Contact made regarding accommodation requirements and moving in date - Licence To Occupy, signed and returned - Accommodation inventory and report on the property state/condition issued, signed and returned - Working Time Directive Form, returned and signed - Code of conduct for spouse and children issued, returned and signed 					

Return this form to HR before the member of staff starts work.



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NEW STAFF - PART 3 - INDUCTION PROCESS DURING 1ST WEEK

Employee: _____ Job title: _____ Start Date: _____

		Done by	Date	Signature
School aims and ethos, missions statement		Line Manager		
Name badge		HR		
Picture taken for PASS		Database Admin		
Signing in and out procedures		School Office		
Staff Handbook issued		HR		
Uniform issued (if applicable)		Line Manager		
Tour of the school	Map of the site	Line Manager		
	Grounds	Line Manager		
	School office	Line Manager		
	Finance	Line Manager		
	Admissions and Marketing	Line Manager		
	School House	Line Manager		
	Staff Common Room	Line Manager		
	Medical Department	Line Manager		
	Dining-Room	Line Manager		
	Boarding	Line Manager		
	School House Offices	Line Manager		
	Principal's Study	Line Manager		
	Head of School's Study	Line Manager		
	HR Office	Line Manager		
	Head of Operations' Office	Line Manager		
	Boston	Line Manager		
	Boarding	Line Manager		
	Boston Offices (boarding)	Line Manager		
	Nursery	Line Manager		
	Policies and procedures	Junior School	Line Manager	
Classrooms		Line Manager		
Sports facilities		Line Manager		
Employee handbook		Line Manager		
Staff handbook		Line Manager		
Staff dress code		Line Manager		
Reporting absence when ill, staff absence and cover procedures		Line Manager		
Door codes		Line Manager		
Names/locations and extension numbers of both first aiders and appointed persons		Line Manager		
Use of Roedeans Moira House leisure facilities and associate memberships		Line Manager		
Pupil / Staff use of mobile phones		Line Manager		
Health & Safety and Welfare	Parking arrangements	Line Manager		
	Payment procedures, Procedures for submission of invoices, Pay dates and salary forms	Accountant		
	Keys issued, form signed and returned to Site Supervisor	Line Manager		
	Location of nearest first aid box			
	Issue school's Health & Safety policy statement	Line Manager		
	Location and use of defibrillator	Line Manager		
Fire precautions	HSE Reporting	Line Manager		
	Name of local trade union safety representative	Line Manager		
	Lockdown procedure	Line Manager		
	Emergency evacuation procedures	Line Manager		
	Regular practices	Line Manager		
	Name of local workplace fire officer/warden	Line Manager		
	Location of fire extinguishers/fire blankets etc.	Line Manager		
Location of fire alarm call points	Line Manager			
Location of fire assembly areas	Line Manager			



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Incident/Violence reporting	Reporting procedures (Employee/non Employee)	Line Manager		
	Location and use of report forms	Line Manager		
Personal Safety at Work/Lone Working	Local arrangements re. violence at work issues including lone working	Line Manager		
IT	Email account - login details given	Line Manager		
	Staff added to relevant distribution lists	Line Manager		
	PASS/3Sys account - login details given	Line Manager		
	VLE	Line Manager		
	Intranet	Line Manager		
	Wifi	Line Manager		
	School equipment and IT facilities for staff	Line Manager		
	Using interactive whiteboards / screens	Line Manager		
	Use of photocopiers / scanners	Line Manager		
	Photocopier code	Line Manager		
	Printing facilities	Line Manager		
Assign and meet with mentor(if applicable)		Head of School		
Introduction to Head of Pyramid		Head of Pyramid		
Introduction to Head of School		Line Manager		
Meeting with Head of Pastoral Care and Wellbeing (academic staff only)	List of personal tutees and background information	Head of Pastoral Care and Wellbeing		
Meeting with Head of Faculty (academic staff only)	Faculty / Departmental Handbooks	Head of Faculty		
	Class lists and info on SEN/EAL/Scholars	Head of Faculty		
	Specifications	Head of Faculty		
	Schemes of Work	Head of Faculty		
	Resources	Head of Faculty		
	Teaching and Learning Committee / e-learning Committee	Head of Faculty		
	Good to Outstanding course	Head of Faculty		
	Contribution to extra-curricular activities	Head of Faculty		
Training	Safeguarding Briefing attended with DSL			
	EduCare account created and emailed to new colleague			
	Safeguarding policy read and signed paperwork on file			
	Issue staff code of conduct			
	KCSIE read and Quiz completed and on file			
	Online training - An Induction to Boarding - EduCare			
	Online training - Prevent Duty - EduCare			
	Online training - Safeguarding Level 2 - Child Protection in Education - EduCare			

Employee: _____ Date: _____

Line Manager: _____ Date: _____

HR: _____ Date: _____

Head of School: _____ Date: _____



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NEW STAFF - PART 4 - INDUCTION PROCESS DURING 1ST MONTH/HALF TERM

Employee: _____ Job title: _____ Start Date: _____

		Done by	Date	Signature
TRAINING	Online Safety - EduCare			
	First Aid Essentials - EduCare			
	Preventing Bullying - EduCare			
	GDPR - EduCare			
	Health and Safety in Education - EduCare			
	Fire Safety - EduCare			
	(management and HR staff only) - Safer Recruitment - EduCare			
	(academic and boarding staff only) - Child Neglect - EduCare			
	(boarding and catering staff only) - Food Hygiene - EduCare			
	(academic and boarding staff only) - Female Genital Mutilation - EduCare			
	(academic and boarding staff only) -Mental Health and Wellbeing - Educare			
Policies and procedures	History of Roedeans Moira House Book (opportunity to borrow)	Line Manager		
	School Policies and Documents (Q:Drive)	Line Manager		
	Confirmation slip that policies and procedures have been received	Line Manager		
	Staff development and staff reviews	Line Manager		
Personal Safety at Work/Lone Working				
	Local arrangements re. violence at work issues including lone working	Line Manager		
	Any necessary training booked	Line Manager		
Meeting with Principal		Principal		

Employee: _____ Date: _____

Line Manager: _____ Date: _____

HR: _____ Date: _____

Head of School: _____ Date: _____



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NEW STAFF - PART 5 - INDUCTION PROCESS TIMELINE

Employee: _____ Job title: _____ Start Date: _____

Line manager: _____

Teaching Staff		Done by	Date	Signature
1	1 st Term observation	Line Manager		
2	1 st Term observation feedback, progress update and areas for further development	Line Manager		
3	2 nd Term observation	Line Manager		
4	2 nd Term observation feedback, progress update and areas for further development	Line Manager		
5	3 rd Term observation	Line Manager		
6	3 rd Term observation feedback, progress update and areas for further development	Line Manager		
7	Interim (3 months) Probation Review form completed and passed to HR	Line Manager		
8	Final (6 months) Probation Review form completed and letter issued	HR		

Support Staff		Done by	Date	Signature
1	End of 1 st month probation review meeting			
2	Interim (3 months) Probation Review form completed and passed to HR	Line Manager		
3	Final (6 months) Probation Review form completed and letter issued	HR		

Line Manager: Return this form to HR for approval to review probation period.

Approved / Not approved

HR: _____

Date: ___/___/20___



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Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Staff Welfare and Work Life Balance Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019