St. Peter & St. Paul CE Primary School, Burgh-le-Marsh

"Striving for excellence together in a caring Christian community."

RESPECT COMPASSION COURAGE

STAFF INDUCTION POLICY

Responsible: Governing Body

Agreed: September 2025

To be reviewed: (Every 2 years or in response to feedback from new staff / legislation change)

Reviewed:

1. Introduction

1.1 This policy applies to all employees and, as appropriate, agency staff and governors, who will all receive a tailored induction programme.

1.2 Our induction process is rooted in the school's values of compassion, respect and courage and in our commitment to be a school that is always striving for excellence in a caring Christian community.

1.3 This policy describes the arrangements made for introducing new staff and governors to their post so that they may become familiar with the school, its Christian ethos, its values and ways of working, and feel like a valued and supported member of the team.

1.4 Safeguarding Children and Child Protection will feature prominently in every induction programme, affirming our Christian duty of care to protect the most vulnerable.

1.5 The induction process will:

- Provide information and training on the school's policies and procedures.
- Provide child protection and safeguarding training.
- Enable colleagues to feel confident and effective in role so they can contribute to meeting the needs of pupils, parents and the wider community.
- Explain the staff code of conduct and staff handbook so that all colleagues understand expectations and model compassion, respect and courage.
- Encourage staff to engage positively with parents and carers through activities such as meet and greet, parent meetings, events, workshops and development opportunities.
- Identify and address any specific training needs.

2. The Induction Programme

- An induction checklist.
- A planned induction timetable to include aspects specific to role.
- Planned details of work shadowing (as appropriate).

- Overview of roles and responsibilities within school.
- Key contacts and details of help and support available.
- A named induction buddy for informal support and advice.
- Performance management schedule for the year ahead (inclusive of long-term supply staff).

2.1 Responsibility for Induction

Induction is coordinated by role as summarised below:

Role	**Induction Co-coordinator**
Governors	Headteacher (DH)
Senior Leaders	Headteacher (DH)
Teachers	Headteacher (DH)/Deputy Headteacher (JS)
Teaching assistants (Class and 1:1 TAs)	Deputy Headteacher/Senior Teacher (DL)
Administrative Support Staff	Senior Administrator/Bursar
Support Staff (Cleaning/Catering)	Senior Administrator/Site manager
Agency Teaching Staff	Headteacher (DH)/Deputy Headteacher (JS)

The person responsible for induction should:

- Ensure new colleagues are welcomed.
- Ensure immediate needs are met (to include before taking up position as needed).
- A tour of the school and facilities, answer questions and provide practical advice.
- Introduce key personnel.
- Provide and coordinate a tailored induction programme.
- Link new colleagues to an additional 'Buddy' to provide informal support and advice as needed.

2.2 Living our Vision and Values

As well as providing key information and training, our induction process is about welcoming colleagues into the life of our school family. Induction is therefore designed to model and nurture our vision of *striving for excellence together in a caring Christian community*. New staff are encouraged to see how our values of **compassion, respect and courage** are lived out daily – in classrooms, worship, relationships and the wider life of the school. By experiencing this ethos first-hand, colleagues become part of a team where professional excellence and Christian care go hand in hand.

2.3 Role-Specific Induction

All new staff should be given appropriate induction advice, training and resources. Every induction will reinforce the school's values of compassion, respect and courage, ensuring that colleagues

understand their role in contributing to our mission of striving for excellence in a caring Christian community. This should be coordinated by the relevant induction lead.

Teachers and Teaching Assistants:

- Where to find relevant policies
- Safeguarding children and child protection and Part 1 of Keeping children safe in education.
- Health and Safety.
- Fire and Emergency procedures.
- Staff code of conduct and staff handbook.
- Policy documents, including School Improvement Plan.
- Information on whole school and year group resources.
- Timetables to include duty and assembly rota.
- School teaching and learning and assessment policy.
- Work shadowing/observation arrangements.
- Role specific training – e.g. manual handling, communication approaches.
- Performance management details.
- Positive behaviour policy etc.

Administrative Staff:

- Where to find relevant policies
- Safeguarding children and child protection and Part 1 of Keeping children safe in education.
- Staff code of conduct and staff handbook.
- Health and Safety.
- Fire and Emergency procedures.
- School Administration systems and procedures.
- Role specific related training.
- Communication guidelines for working with pupils with SEND.
- SEND glossary.
- Performance management.

Support Staff – Cleaning, Catering, Site maintenance:

- Where to find relevant policies
- Safeguarding children and child protection and Part 1 of Keeping children safe in education.
- Health and Safety.
- Fire and Emergency procedures
- Staff code of conduct and staff handbook.
- Role specific training – e.g. manual handling, use of ladders, kitchen safety.
- Communication guidelines for working with pupils with SEND.
- Performance management.

Governors:

- Where to find relevant policies
- Safeguarding children and child protection and Part 1 of Keeping children safe in education.
- Health and Safety.

- Fire and Emergency procedures.
- Up to date school information to include policy documents and school improvement plan.
- School brochure.
- Staffing details.
- Ofsted and school performance data.
- Calendar of governor events and meetings.
- Access to previous Governor meeting minutes.
- Information and access to Governor training courses.
- Communication guidelines for working with pupils with SEND.
- SEND glossary.

Appendix 1 – Induction Checklist – Getting Started Week 1

Name:	Line Manager:
Job Title:	Start date:

Activity	Notes	Completed
Meet inductions coordinator		
Safeguarding and child Protection		
Introduction to line manager		
What to do if absent		
Tour of school and meet colleagues		
Introduction to the school's vision and values		
Location of work area and access arrangements (keys, security door codes etc.)		
Hours of work – timetable, and break/lunch times		
Telephone calls – arrangements for work and personal calls		

IT and resources familiarisation (user name and password)		
Staff code of conduct		
Health and Safety specific to the individual's environment		
Training needs identified		
Notes		