Northampton Primary Academy Trust

Staff and Volunteer Induction Policy

Date approved by the NPAT Board of Trustees:	November 2021
Chair of Trustees Signature:	Jeremy Stockdale
Renewal Date*:	November 2024

*This policy will be reviewed and updated as necessary if/when any changes are made to legislation that affect our Trust's practice. Otherwise, or from then on, this policy will be reviewed every 3 years and shared with the full Trust board.

1. **Introduction**

   1.1. This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will 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 Trust as a whole, provide the foundation for a 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 Trust's vision, values, 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 ECT induction requirements (or NQT induction requirements if the induction began before September 2021) and probationary periods for support staff, as appropriate.

   1.3. The induction process will:

   - Provide information and training on the Trust's policies and procedures;
   - Provide Child Protection training and assess its effectiveness;
   - Provide training on General Data Protection Regulations (GDPR);
   - 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 Trust's Code of Conduct to ensure that all employees, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations;
   - 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;

     Policies to be covered:

     – Safeguarding and Child protection policy, which will include amongst other things the policy and procedures to deal with peer on peer abuse

     – Behaviour policy which will include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying

     – Staff behaviour policy or code of conduct

     – Online safety policy

     – Safeguarding response to children who go missing from education

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‒ Role of the designated safeguarding lead (including the identity of the designated safeguarding   lead and any deputies)

- 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 e.g. the designated mentor and/or line manager.

2.   Appendices

- Appendix 1: Management and Organisation of Induction
- Appendix 2: The Induction Programme
- Appendix 3: Induction Checklist

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Appendix 1: Management and Organisation of Induction

1. Responsibility for Induction

   [INSERT NAME] is responsible for the overall management and organisation of induction for new employees supply teachers, and agency staff.

   [INSERT NAME] is responsible for the overall management and organisation of induction for volunteers.

   [INSERT NAME] is responsible for the overall management and organisation of induction for Governors.

2. The person responsible for induction should

   - Make arrangements to ensure that a new employee, 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, answer questions and give practical advice
   - Introduce key personnel
   - Ensure that an induction programme is provided, delivered and evaluated

Appendix 2: The Induction Programme

The person responsible for induction should ensure that an induction programme is provided personally, or by the line manager, mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Safeguarding and Child Protection, Health and Safety, Online Safety and GDPR;

- A training timetable;

- A checklist of the policies and procedures to be understood;

- Details of help and support available;

- A diary of meetings;

- Access to appropriate ICT systems;

- Details of other relevant individuals with responsibility for induction, e.g. the designated mentor or line manager.

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 [INSERT NAME]. This should include:

- Safeguarding children and Child protection and Part 1 of Keeping Children Safe in Education;

- Online Safety

- Health and safety;

- GDPR;

- Access to appropriate ICT systems;

- 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 [INSERT NAME].

This should include:

- Safeguarding children and Child Protection and Part 1 of Keeping Children Safe in Education;

- Online Safety

- Health and safety;

- GDPR;

- Fire and emergency procedures;

- First aid;

- Code of conduct;

- National curriculum documents;

- Staff handbook;

- School promotional literature and website details;

- Policy documents, including school improvement/development plan;

- Year group schemes of work;

- 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 [INSERT NAME].

This should include:

- Safeguarding children and Child Protection and Part 1 of Keeping Children Safe in Education;

- Online Safety

- Health and safety;

- GDPR;

- Fire and emergency procedures;

- First aid;

- Code of conduct;

- Staff handbook;

- Access to appropriate ICT systems;

- School administrative systems and procedures;
- Specific job-related training such as finance, for recruitment selection administration, etc.

Cleaning/Caretaking/Kitchen Staff/Technicians

All new staff should be given appropriate induction advice, training and resources by [INSERT NAME].

This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Online Safety
- Health and safety;
- GDPR;
- Fire and emergency procedures;
- First aid;
- Code of conduct;
- Staff handbook;
- Access to appropriate ICT systems;
- Specific job related training such as manual handling, use of ladders, kitchen safety, etc.

Midday and Cover Line managers

All new staff should be given appropriate induction advice, training and resources by [INSERT NAME].

This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Online Safety
- Health and safety;
- GDPR;
- Fire and emergency procedures;
- First aid;
- Code of conduct;
- Staff handbook;
- Access to appropriate ICT systems;
- Specific job related training such as behaviour management.

Volunteers

All new staff should be given appropriate induction advice, training and resources by [INSERT NAME].

This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;

- Online Safety

- Health and safety;

- GDPR;

- Fire and emergency procedures;

- First aid;

- Code of conduct;

- Access to appropriate ICT systems.

Governors

All new staff should be given appropriate induction advice, training and resources by [INSERT CHAIR OF GOVERNORS NAME].

This may include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;

- Online Safety

- Health and safety;

- GDPR;

- Fire and emergency procedures;

- First aid;

- Code of conduct;

- Governor role descriptions;

- Access to appropriate ICT systems;

- Current relevant school information, policy documents and school improvement plan data;

- School brochure including staffing, Ofsted and school performance data;

- NPAT information on the role of governor;

- Dates and times of governing body and subcommittee meetings;

- Access and information of previous governing body minutes;

- Latest school and Trust newsletters;

- Information and access to NPAT governor training courses.

Appendix 3: General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

Name:	
School:	
Post:	
Start Date:	
Name of Line Manager/ Mentor:	

Induction Element	*Tick on Completion*	*Notes*
Day One		
Meet Induction Co-ordinator		
Introduction to senior colleague/mentor		
Tour work area & introduce to work colleagues and work area		
Location of facilities – toilets, staff room, etc.		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		
During First Week		
Planned meetings with key people		
Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator		
Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs		
Identify development needs and agree means of meeting		

End of First Month		
Meet with Induction Co-ordinator and review progress		
Agree action plan to deal with outstanding items		
End of First Term		
Meet with Induction Co-ordinator to determine whether induction programme is complete or if there are still outstanding items		
Attend the NPAT Induction morning for all new staff		
Agree an action plan to deal with any outstanding items		
If induction programme is complete, discuss possible courses of action in relation to future development of the job role		

Policies and Procedures	*Tick on Completion*	*Notes*
Health and Safety		
Be given a copy of the NPAT Health and Safety policy		
Information and training in relation to the employee's responsibilities		
Understand the location of asbestos in the school if present within the building		
Fire and Emergency Procedures		
Location of school/building fire safety manual, fire action and other fire notices		
Location of firefighting equipment		
Means of raising the alarm including the position of fire alarm points (i.e. break glass units)		
Fire evacuation procedure and means of escape		
Fire assembly points		
Times of fire alarm sounder tests		
Further training may be necessary depending upon the responsibilities of the post holder		

First Aid		
Location of first aid provisions		
Location of notices bearing details of qualified First Aiders		
Means of obtaining first aid assistance		
Medication policy and first aid for pupils		
Further training may be necessary depending upon the responsibilities of the post holder		
Policy and Procedures Relating to Safeguarding Children and Child Protection		
Safeguarding and Child Protection Policy and Part 1 of Keeping Children Safe in Education and Whistleblowing		
Introduction to the Designated Safeguarding Lead		
How to use My Concern		
General Data Protection Regulations (GDPR)		
GDPR Policy and NPAT Staff and Volunteers Privacy Policy		
Complete online GDPR training		
Receive GDPR bulletins, fact sheets and Support Card		
Other Policies and Procedures		
Policy and procedures relating to Behaviour Management		
Policy relating to Online Safety		
Policy and procedures relating to Sickness Absence		
Policy and procedures relating to Discretionary Leave of Absence		
Policy and procedures relating to Appraisal/Performance Management		
Grievance Policy		
Whistleblowing Policy		