

St. Thomas More's School **Policy for the Induction of newly appointed staff**

Rationale

The Mission of St. Thomas More's is '**To educate and inspire every child to fulfil their unique giftedness within a loving Catholic community.**'

In order to achieve this all staff need to be fully integrated into the life and ethos of the school.

All staff are valued and respected and each person plays an important part in the life and development of the school. It is therefore vital that new staff are appropriately welcomed to the school and given the information that will enable them to become an effective and happy part of the school community.

Aims

- To make all staff feel welcomed and familiar with the layout of the school
- To introduce staff to their relevant colleagues
- To ensure that all staff are aware of health and safety issues within their environment, current fire procedures and access to first aid
- To enable staff to become familiar with the ethos of the school
- To ensure that all staff are aware of priorities for development through access to the Strategic School Improvement Plan.
- To provide all staff with a relevant up-to-date job description and opportunities for training and development – see also Single Equalities Scheme, Discipline, Grievance and Complaints Policy and Performance Management Policy

Objectives

- To provide support for the initial induction process through the appointment of a peer mentor
- To provide each new member of staff with an induction proforma to complete (see Appendix One)
- To provide all staff with access to the staff handbook and relevant policies
- To include all staff with an appropriate review cycle where their needs and links to the SSIP will be discussed
- Ensure that all staff are supported in their knowledge and understanding of the teachings of the Catholic Church

Monitoring

The Governors Personnel Committee, through regular reports from the Headteacher, and/or discussions themselves with newly appointed staff will ensure that this policy is effectively monitored and the attached guidelines are followed.

Approved by Personnel Committee: 3rd November 2016

Approved by Governors: 24th November 2016

To be reviewed in October 2018 and on a bi-annual basis.

Guidelines

- ❑ Following appointment of a new member of staff an appropriate peer mentor will be designated to assist the new person through their period of induction
- ❑ The newly appointed member of staff and their mentor will be given a copy of the induction checklist and record
- ❑ Prior to taking up the appointment the Administrative Officer, will contact the person regarding the initial statutory requirements regarding health checks, payroll and CRB checking
- ❑ A tour of the school will be offered and access to any relevant documentation
- ❑ A start date and time will be established between the school and the new member of staff
- ❑ On the start date the new member of staff will be met by their mentor or other suitable member of staff and introduced to other colleagues
- ❑ Essential places such as toilets, first aid facilities, fire regulations and staff room will be highlighted
- ❑ Induction checklist will be discussed between newly appointed member of staff and their mentor
- ❑ Regular meetings will be arranged and noted on the induction checklist

APPENDIX ONE

Induction checklist and record

Name:

Date of start of employment:

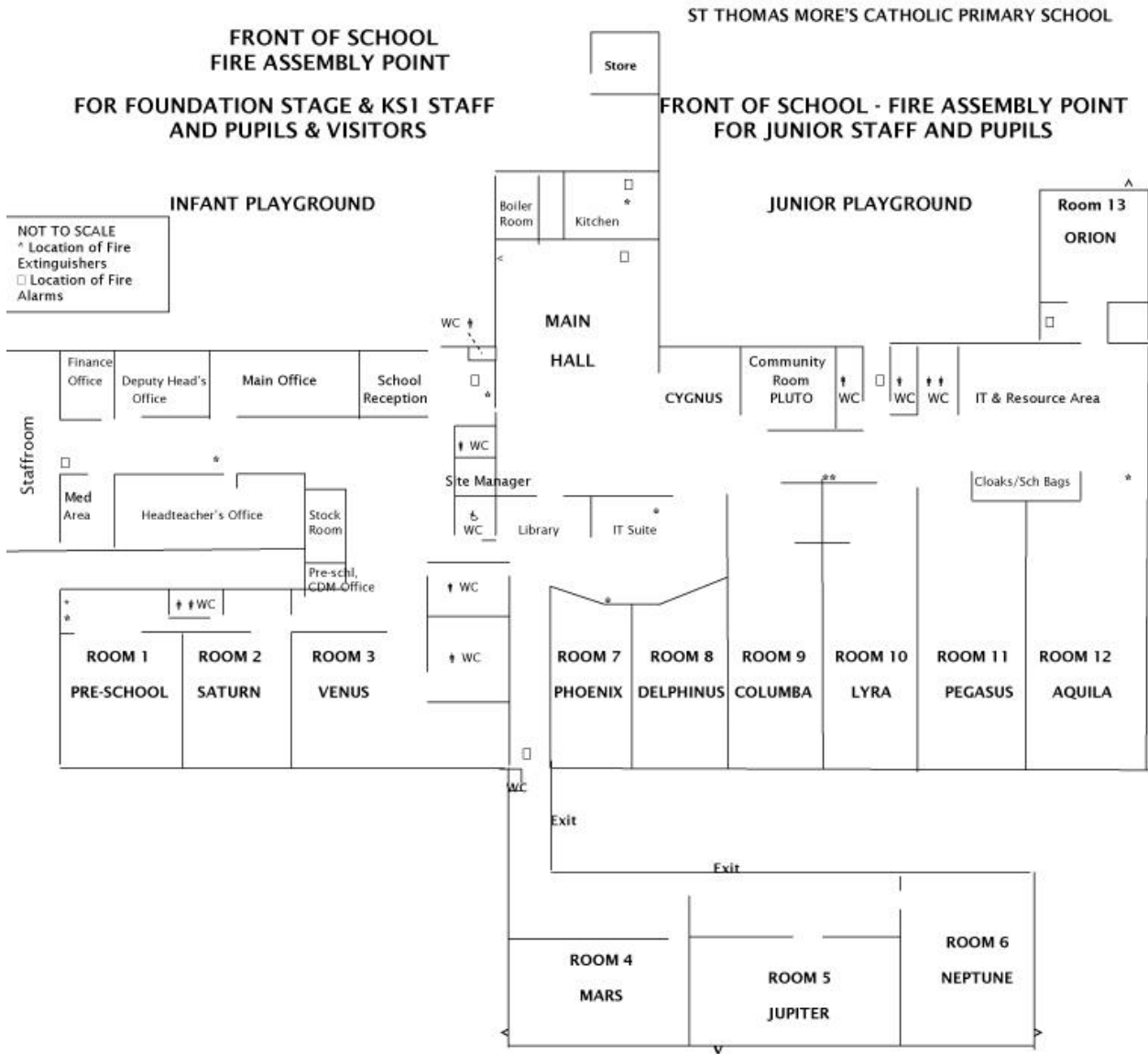
Induction mentor:

| CHECKLIST | DATE OF COMPLETION |
|---|--------------------|
| Conditions of employment | |
| Hours of work, salary, pay arrangements | |
| Job description | |
| Annual review process | |
| Training needs | |
| Welcome and tour of the school | |
| Signing in/out book | |
| Introduction to other members of the team | |
| Explanation of induction process | |
| First aid arrangements | |
| Accident procedure and reporting methods | |
| Medicine policy for pupils | |
| Fire evacuation procedure | |
| Health and safety officer/risk assessments | |
| Defects book | |
| Access to telephone | |
| Break and lunchtimes (if relevant) | |
| Tea and coffee fund | |
| Staff handbook | |
| Use of photocopier and code | |
| Communications – pigeon holes | |
| Smoking not permitted anywhere on the premises | |
| The school | |
| Staff structure | |
| Meet with key personnel – SENCO, Subject Managers, Head, Deputy, Site Manager, Lunchtime Supervisor (if relevant) | |
| Strategic School Improvement Plan and current school targets | |
| Staff meetings (if relevant) | |
| Governors | |
| Friends of St. Thomas More's | |
| Access to the school by parents | |
| Confidentiality | |
| Access to policies | |
| Complete the new staff health and safety checklist | |
| Meetings with mentor | |
| At the start of day one | |

| | |
|--|--|
| At the end of week one | |
| Prior to first staff meeting (if relevant) | |
| At the end of the first half-term | |
| Meetings with other members of staff | |
| Name and purpose: R.E. Manager – to establish any support needs with teaching R.E. or leading Collective Worship in the context of a Catholic School | |
| Name and purpose: | |
| Name and purpose: | |
| Name and purpose: | |
| Name and purpose: | |

What else do you want to find out about?

Map of the school



CHILDREN'S SERVICES ASSESSMENT FORM CSAF-017

New Staff Health & Safety Induction Checklist

The following checklist is to be used to formalise, implement and record H&S induction processes for all new staff on your premises. It should be used to help direct your attention to requirements that should be included as part of the H&S induction process. It may be used as part of, or in addition to, local induction handbooks. Its contents should be periodically reviewed as part of the training needs analysis review. This checklist should be adapted (where appropriate) to include any additional induction requirements, as its contents are not exhaustive and may require additional checks to more accurately reflect your own induction process.

| INDUCTION TASKS AND TRAINING REQUIREMENTS | DATE OF COMPLETION | COMMENTS/ FURTHER ACTIONS |
|--|--------------------|------------------------------|
| Tour/walk around of work area <ul style="list-style-type: none"> • Show work areas • Show where amenities/toilets situated • Arrangements for eating meals and taking breaks • Changing/locker facilities • Hazardous areas | | |
| Health & safety policy and safety procedures <ul style="list-style-type: none"> • Read copy of H&S policy • Discuss areas within H&S policy • Show H&S notice board • Show all other appropriate policies • Show all other appropriate procedures | | |
| Child protection policy <ul style="list-style-type: none"> • Read copy of child protection policy • Discuss areas within child protection policy | | |
| Physical intervention policy <ul style="list-style-type: none"> • Read copy of physical intervention policy • Discuss areas within physical intervention policy | | |
| Action on discovering a fire/bomb warning <ul style="list-style-type: none"> • Read fire evacuation procedure • Show fire exits/assembly point/fire call points • Fire warning system explained • Location of fire equipment indicated • Introduce to Fire Safety Co-ordinator • Introduce to fire marshal (where necessary) • Complete PEEP if required • Read bomb warning • Bomb warning system explained | | |

| INDUCTION TASKS AND TRAINING REQUIREMENTS | DATE OF COMPLETION | COMMENTS/ FURTHER ACTIONS |
|--|--------------------|------------------------------|
| Security arrangements <ul style="list-style-type: none"> • Open up/lock up procedures • Access identification/codes • Lone working procedures • Key holders list • Visitor procedures | | |
| First aid provision <ul style="list-style-type: none"> • Local first aid procedures explained • Read first aid policy • Introduction to first aiders • Location of first aid box/room indicated • Local procedures where health care plan required | | |
| Accident/incident reporting procedures <ul style="list-style-type: none"> • Accident reporting procedure for staff • Accident reporting procedure for children • Introduce to accident investigator • Violent incident reporting procedure | | |
| E-learning training course requirements <ul style="list-style-type: none"> • Fire safety for responsible managers (as required) • Fire safety induction • Moving and handling | | |
| Display screen equipment (for DSE users only) <ul style="list-style-type: none"> • Complete DSE e-learning training course • Complete workstation assessment form CSAF-001 | | |
| Additional H&S training requirements <ul style="list-style-type: none"> • Refer to training needs analysis • Consider the role and tasks of new staff member | | |
| Following completion of this induction checklist, ensure that it is signed and filed as evidence of completion. Any follow-up action should be planned in bring-up diary and actioned as necessary. | | |

| Name of member of staff | Signature of member of staff | Date |
|-------------------------|------------------------------|------|
| | | |

| Name of manager/headteacher | Signature of manager/headteacher | Date |
|-----------------------------|----------------------------------|------|
| | | |