



Staff Induction Policy and Procedures

Our Walmley Values

Walmley Junior School provides a secure and stimulating environment in which our children exhibit pride in themselves, their school and their community. Our children's achievements in all aspects of life are celebrated and they are actively supported to reach their full potential as learners and members of society. We expect **all** of our children to contribute to the values which underpin our very foundations: **respect, honesty, kindness, generosity, perseverance, politeness, conscientiousness** as well as caring for themselves, each other and their environment. It is through these values and the support of our whole school community that we ensure enjoyment, happiness and academic excellence.

Last Reviewed: September 2025

Next Review: September 2026

Approved by: Headteacher 01.09.26

Walmley Junior School

Policy for the Induction of New Staff and Governors

Introduction

- 1.1 This policy applies to **all** employees (including those sub-contractors who work with children) and governors who need to receive a tailored induction programme, including 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 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/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. For an Early Career Teacher (ECT), the Induction Programme should be cross-referenced to the ECT requirements. Probationary periods for support staff are identified as appropriate.

1.3 The induction process will:

- provide information and training on the school's policies and daily routines
- provide Child Protection and Safeguarding training and ensure its effectiveness including Right Help, Right Time and Keeping Children Safe in Education
- enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupils' achievement
- contribute to the colleague's sense of job satisfaction and personal achievement
- explain the school's Code of Conduct to ensure that all staff 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 including Safeguarding
- 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 or supervisor

1.5 Appendices

Appendix 1 - Management and Organisation of Induction

Appendix 2 - The Induction Programme

Appendix 3 - Induction Checklist

Appendix 4 - Induction Checklist – Health and Safety

Appendix 1

Management and Organisation of Induction

Responsibility for Induction

The Headteacher/Assistant Headteachers are responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

The Chair of Governors, Mrs Patricia Colden, is responsible for the overall management and organisation of induction of Governors.

2. The person responsible for induction should;

- make arrangements to ensure that a new member of staff 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 Induction Programme is provided, delivered and evaluated.
- inform new staff member if they have to complete a probationary period.

Appendix 2

The Induction Programme

Induction Programme

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

- identification of training needs, in particular Child Protection, Safeguarding and Health and Safety
- Right Help, Right Time briefing
- a training timetable
- a checklist of the policies and procedures to be understood
- details of help and support available
- a diary of meetings
- details of those with responsibility for induction e.g. the designated mentor or supervisor

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category 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.

All Staff

All new staff including support staff, administrative staff, kitchen staff and lunchtime supervisors must be given the appropriate induction advice, training and resources by the designated person responsible for their induction and this must include:

- Safeguarding children, child protection and part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and Emergency Procedures;
- First Aid;
- Code of Conduct;
- Staff Handbook.
- Other specific job related training required for the role for example: policy documents; I.T.systems; behaviour management; timetables; curriculum information; school admin procedures; information regarding resources etc.

Supply Teachers/Agency Staff

All new supply or agency staff should be given the appropriate induction advice, training and resources by the designated person responsible for induction.

This should include:

- Safeguarding children, child protection and part 1 of Keeping Children Safe in Education;
- Health and Safety;
- Fire and Emergency Procedures;
- First Aid;
- Code of Conduct;
- Any other specific resources required for the role.

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors, Patricia Colden.

This may include:

- safeguarding children, child protection and part 1 of Keeping Children Safe in Education;
- health and safety;
- fire and emergency procedures;
- first aid;
- code of conduct;
- completion of enhanced DBS
- current relevant school information, policy documents and School Improvement Plan data including safeguarding and Right Help, Right Time and Keeping Children Safe
- school brochure including staffing, Ofsted and school performance data
- DfE 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

Appendix 3

General Induction Checklist

(This should be adapted to the requirements of the specific position and employee/governor)

Name _____ Start Date _____

Job Title _____

Induction Manager _____ (completing this form)

Signed _____ (Induction Manager) Signed _____ (Staff Member)

Date _____ Date _____

*This document will be stored in your personnel file and should be submitted to the bursar upon completion.

Day One	Tick on completion	Notes
Meet Induction Co-ordinator		
Introduction to Senior Colleagues/Mentor		
Identify and meet DSL for Child Protection		
Conversation with DSL to discuss safeguarding understanding		
Receive your documents folder (teaching staff only)		
Read the school's Safeguarding policy in full		I confirm I have read and understand my responsibilities in respect of this document:
Read Section 1 of Keeping Children Safe in Education and sign to confirm		I confirm I have read and understand my responsibilities in respect of this document:
Read and signed the Acceptable Use Agreement		I confirm I have read and understand my responsibilities in respect of this document:
Read Data Protection Policy & Information Security Policy		
Whistle Blowing Policy		
GDPR Guidance		
Declaration of Pecuniary Interests (Bursar) – share and sign		
Right Help, Right Time Briefing		
Policy for appraising performance and dealing with capability issues		
Policies and procedures for behaviour management		
Tour of school, Location of facilities – toilets, parking etc.		
Hours of work - including details of staff meeting expectations.		
Arrangements for breaks		

and lunch		
Telephone system & arrangements for personal calls and cameras		
Arrange access to ICT systems and e-safety		
Health and Safety aspects relating to individual's work environment – see appendix		
Share the <i>Staff Handbook including staff absence procedures (Management of Sickness Absence Procedures and Policy) and Code of Conduct</i>		
<i>Discretionary Leave of Absence Policy</i>		
During First Week		
Given <i>Probation Procedure</i> for Staff document		
Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs		
Use of photocopiers and code given, etc.		
Email address and its use		
Staff Login for computer systems and familiarisation with navigating content		
Leave of Absence requests / time off for dependants		
End of Half Term		
Review of first half term and identification of any support needs.		
Performance management targets set with reviewer in line with SIP		
End of Term 1		

Evaluation of Induction	
What Went Well	
Even Better If?	

Appendix 4

HEALTH AND SAFETY INDUCTION CHECKLIST (for new staff and trainees)

Name: _____ Job Title: _____

Year Group: _____ Start date: _____

Initial induction should to be completed within one week of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the Health and Safety Policy been explained to the new starter and a copy provided?	☐	☐	
1.2 Have they been given a Health and Safety Policy?	☐	☐	
1.3 Have they been made aware of the following Services, and how to contact them if advice is needed: • Health & Safety Team • Occupational Health	☐	☐	
1.4 Have they been made aware of the location of the nearest health and safety / fire safety notice board?			
2. Emergencies and Fire Arrangements	Yes	No	Comments
2.1 Has the new starter been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building and to press the call point on exiting the building?	☐	☐	
2.2 Have you explained where the fire assembly point is and the role of Fire Wardens / Marshals?	☐	☐	
2.3 Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?	☐	☐	
3. Welfare Facilities	Yes	No	Comments
3.1 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, etc (as appropriate)?	☐	☐	
4. Accidents, First Aid & Security	Yes	No	Comments
4.1 Have you explained the incident / accident reporting procedure and how to report a hazard?	☐	☐	
4.2 Have you pointed out the location of the nearest first aid box, first aid room (if provided) and told them who the duty first-aiders are (and how to find them)?	☐	☐	
4.3 Have you explained the security arrangements for the workplace & building, including the need for all visitors to wear ID lanyards at all times?	☐	☐	
5. Risk Assessments & Training	Yes	No	Comments

5.1	If the work of the new starter involves a significant amount of DSE ³ use, have they been given information about how to set up their workstation ⁴ and has it been assessed by the local DSE assessor?	☐	☐	³DSE = Display Screen Equipment (computer work) ⁴Guidance is available on the Health, Safety & Wellbeing Document Library Denote N/A if not applicable Details of H&S training courses available from the Intranet Document Library or from Corporate Learning & Development Team.	
5.2	Have you discussed the following issues with the new starter, where these are appropriate to their work:				
i.	General workplace health & safety (housekeeping, safe storage, local rules etc)?	☐	☐		
ii.	Safe lifting techniques?	☐	☐		
iii.	Procedures to reduce the risk of violence and aggression to staff, including lone working procedures?	☐	☐		
iv.	Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?	☐	☐		
v.	Safe use & maintenance of machinery and equipment, including pointing out the safety features?	☐	☐		
vi.	Electrical safety?	☐	☐		
	vii.	Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?	☐	☐	
5.3	Have the H&S training needs of the new starter been identified? (please record in section 8 below).	☐	☐		
6.	Work Outside Normal Office Hours	Yes	No	Comments	
6.1	Have you explained the local policy / procedure for work outside normal working hours? Lone Working Policy	☐	☐		
6.2	Where appropriate, have you explained which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?	☐	☐		
7.	Personal Protective Equipment	Yes	No	Comments	
7.1	Have you informed them of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	☐	☐		
7.2	Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	☐	☐		
7.3	Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	☐	☐		
8.	List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new starter:				
Declaration					
I certify that the above health and safety induction subjects have been explained:					
Induction conducted by: (please include job title)			Date		
Employee / trainee signature:			Date		

Walmley Junior School

Name _____

I confirm that I have received the following item(s) that belong to Walmley Junior School:

Replacement Cost £5 for a lost fob.

☐ Car Park/Door Fob – Number _____

☐ Laptop / Computer _____

I understand that I am responsible for these items and they remain the property of Walmley Junior School. I will ensure that while in my possession I will take appropriate care of them and return them either when requested or at the end of my term of employment. Some items, if lost, incur a replacement cost as above.

Signed _____ Date _____

Print _____

I confirm that I have allocated the above items to the named member of staff.

Signed _____ Date _____

Print _____

On behalf of Walmley Junior School