



Diocese of Norwich
Education and
Academies Trust

The Nar Valley Federation of Church Academies

Staff Induction policy

Policy Type:	Trust Core Policy
Approved By:	Board of Trustees (Personnel Committee)
Approval Date:	15 June 2020
Date Adopted by LGB:	29/09/2020
Review Date:	January 2023
Person Responsible:	Head of Operations

Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
3	1.1 Introduction	Included GDPR and Health and Safety	Jan 2020
3	1.2	Included apprenticeship programmes	Jan 2020
4	1.4	Added introduction to the role of the Trust and Vision and Values	Jan 2020
5	Appendices 1-3	Included Data Protection and GDPR	Jan 2020

Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

1 Introduction

- 1.1 This policy applies to all employees and also, as appropriate, to volunteers and agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding, Health&Safety, e-safety and GDPR will feature prominently in every induction programme. This policy is separate to the all staff Probation Policy. Governor induction is dealt with separately and overseen by the Trust's Governance Support Manager.
- 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 agency worker to the duties of the post, and to the academy 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 agency workers become familiar with the requirements of their position and learn about the academy culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. This will include access to and familiarization with the Health and Safety and Safeguarding Policies and the Well Being support offered. The Induction Programme should be cross-referenced to the NQT Induction requirements (all NQTs must attend the DNEAT NQT training programme) apprenticeship programme (if appropriate) and probationary periods for staff, as appropriate.
- 1.3 The induction process will
 - Provide information and training on the academy's policies and procedures
 - Provide Child Protection training and assess its effectiveness
 - Advise staff on how to work safely, including an awareness of common sense practice to minimise the risk of allegations against a member of staff

- Enable the colleague to contribute to improving and developing the overall effectiveness of the academy, 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 academy'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 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
- 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
- introduction to the role of the Trust and the Trust Vision and Values

1.5 Review

This policy will be reviewed every three years, or sooner as necessary.

1.6 Appendices

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

1.7 Links to other policies:

- Probation – all staff
- E-safety and acceptable use of ICT
- Safeguarding
- Health and Safety
- Statement of procedures for dealing with allegations of abuse against staff
- Appraisal / performance management
- Disciplinary procedures for all employees
- Code of Conduct
- Data Protection Policy

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

Nar Valley Federation Business Manager, Mrs Ison is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.

Nar Valley Federation Business Manager, Mrs Ison is responsible for the overall management and organisation of induction of volunteers

The Chair of Governors, supported by the Trust's Head of Governance 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, volunteer or member of agency 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.

Appendix 2

The Induction Programme

Induction Programme

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

- a statement of training needs, in particular Child Protection, Health and Safety and GDPR
- a training timetable
- a checklist of the policies and procedures to be understood and their location
- details of help and support available
- a diary of meetings
- details of other relevant individuals 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 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 Nar Valley Federation Business Manager, Mrs Ison. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- 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
- Well being
- Data Protection and GDPR

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by Nar Valley Federation Business Manager, Mrs Ison and the Lead Teacher for the teaching and learning elements detailed below*: Mrs Karen Shrimpton (Castle Acre), Miss Christina Maskell (Narborough) and Miss Jess Behan (Sporle). This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
 - Health and safety
 - E-safety and acceptable use of ICT
 - Well being
 - Fire and emergency procedures
 - First aid
 - Code of Conduct
 - Data Protection and GDPR
 - National Curriculum documents
 - Staff Handbook
 - School Brochure*
 - 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*
- Specific job related information will be provided e.g. if working with children with specific additional needs.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Nar Valley Federation Business Manager, Mrs Ison. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- E-safety and acceptable use of ICT
- Well being
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by the Nar Valley Federation Business Manager, Mrs Ison. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the Nar Valley Federation Business Manager, Mrs Ison. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- E-safety and acceptable use of ICT
- Well being
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR
- Staff Handbook
- Specific job related training such as Behaviour management

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Nar Valley Federation Business Manager, Mrs Ison. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- E-safety and acceptable use of ICT
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection and GDPR

Appendix 3

General Induction Checklist

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

Name _____ **Start Date** _____

Name of Senior Colleague/Mentor _____

The employee and line manager should sign this upon completion

Employee name:

Employee signature:

Date:

Line manager name:

Line manager signature:

Date: