

ST VINCENT'S CATHOLIC PRIMARY SCHOOL



STAFF INDUCTION POLICY

Policy Date: September 2020
Review Date: September 2022

Mission Statement

Caritas Christi Urget Nos

The love of Christ urges us to care for each other and strive for excellence in everything we do.

The Governing Body and Head Teacher believe it is essential that all new members of staff receive a comprehensive induction programme. There is a commitment to ensure that the new member of staff is given the necessary information and support to fulfil their role within a Catholic School and understand our Mission which holds Christ at the Centre.

Aims

- To welcome new colleagues and enable them to meet other colleagues and experience the atmosphere of the whole school community and understand our ethos
- To meet the Head Teacher, staff and children
- To understand their role and responsibilities
- To be given information material about the school (See documentation below)
- To allow time to ask questions about their role and/or the school
- To explain how school systems and procedures work
- To consider the need for a mentor

Documentation

New staff members are provided with copies and/ or access to the main school policies and documentation including (this is not an exhaustive list):

- Behaviour Policy
- Child Protection Policy including related documentation such as KCSIE Part One
- Health and Safety Policy
- Procedure for reporting a missing child (Staff handbook)
- Procedure for dealing with and reporting accidents
- Fire evacuation procedures
- Log in details for the school network
- Staff list with responsibilities
- School Calendar
- Assessment and Feedback Policy

New staff members are also expected to read the following documentation:

- Staff Handbook
- The Behaviour Policy
- Keeping Children Safe in Education Part 1
- Safeguarding Policy
- School Improvement Plan
- Latest Ofsted Report

Induction with Senior Staff

Senior staff members will cover the following aspects with new appointments, this is not an exhaustive list:

- A tour of the school
- Induction dialogue
- Current issues and action plans in the school
- Child protection procedures and names of the Designated Safeguarding Officers
- How to report illness or request a leave of absence
- House Keeping

On Appointment

Once an appointment has been confirmed a visit will be arranged to organise and retrieve the following information:

- DBS request pack
- Personal Details form
- Medical Details form for HR
- Disclosure of Disqualification by Association Form if relevant

Appointments will receive a 'New Employee Pack' with relevant forms to be completed. Newly appointed teachers are given the opportunity to meet their new class in the Summer Term.

First Week

During their first week of appointment new staff members will:

- Be introduced to the Head Teacher, Deputy, Child Protection Officers and SENCO's, as well as other members of the staff team
- Meet Senior Leaders for Induction Dialogue which includes basic Child Protection procedures
- Meet Phase Leaders and TA's for their phase

Newly Qualified Teachers

Newly Qualified Teachers (NQT's) undergo an induction period as outlined in our NQT Induction Policy.

Monitoring and evaluation of this policy

The Finance and Staffing Committee will, in consultation with the Head teacher/Deputy Head teacher monitor and evaluate the implementation of this policy. It will be reviewed at least every two years to ensure it reflects current practice.

Member of staff with Lead Responsibility for this policy:	
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