

# **ST VINCENT'S CATHOLIC PRIMARY SCHOOL**



## **STAFF INDUCTION POLICY**

**Policy Date: September 2022**  
**Review Date: September 2024**

## **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:	SLT
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