

Pikes Lane Primary School



Induction Policy

Policy Lead: J Lindon
Date: September 2020
Ratified by Resources and Leadership Committee

RATIONALE

To ensure all newly appointed staff and governors are welcomed into school and feel part of the team. Also to ensure that all children are safe at all times and policies and procedures of the school are followed consistently.

ROLES AND RESPONSIBILITIES

Staff

The Headteacher will appoint a named person as induction lead for the new staff member. This will usually be the phase lead. The mentor will be responsible for leading the new staff member through the induction programme and will have day to day responsibility for support as required.

Governors

The Chair of Governors will appoint a mentor to be involved with the induction of the new governor. The mentor will be responsible for leading the governor through the induction programme and will have day to day responsibility for support as required. In addition, the whole Governing Body should be aware of the needs of newly appointed governors and be prepared to give guidance and support as appropriate.

PURPOSES

1. To welcome all staff and governors to the school
2. To help all staff and governors settle into their new roles in the shortest possible time
3. To give all staff and governors the support they need to be able to contribute efficiently and effectively towards the achievement of Pikes Lane's aims and objectives

GUIDELINES

All newly appointed staff and governors will undertake an appropriate induction programme. A timetable for induction will be set by the mentor.

During the programme:

- The mentor will distribute the induction material and go through the checklist [..\..\Important Information 2020-2021\Induction\Teacher Induction Checklist.docx](#)
- Time will be given for full discussion and clarification of all documentation;
- The mentor will review inductee's knowledge and understanding of documentation and procedures;
- On completion, both parties will sign documentation, which becomes the property of the inductee.
- An induction review will take place after one month, to ensure that the inductee has opportunity to raise any queries and ensure key information has not been missed [..\..\Important Information 2020-2021\Induction\Teacher Induction Follow up.docx](#)

CONCLUSION

Effective implementation of the induction programme should ensure the staff member's/ governor's full commitment to the school's mission statement. This policy will be bi-annually reviewed to take into account continuing changes.

Induction Document – Staff member

Welcome to Pikes Lane. We are pleased you have decided to join our team. We take your induction very seriously. As such, you should have opportunity to discuss a number of key practices with your induction mentor. The list below is not an exhaustive checklist, but a guide to the minimum requirements to be shared at your induction. We understand your induction is ongoing, and you must come to us with any other queries you have at any time.

Your line manager is:

Please sign this document to confirm you have had the opportunity to discuss the following with your induction mentor

- Staff handbook
- Share Safeguarding Procedures and Policies inc e safety, book training to take place
- The Early Help process
- Information Management Policy and Privacy Notice
- Health and Safety Issues; fire drill, risk assessment, first aid policies
- Equality Policy - including delivery of RSE
- Behaviour Policy
- Share other policies; Child protection, health and safety, signpost to location of others on All Staff drive
- Role within school
- Code of Conduct policy
- School Timetables
- Mobile phones in school
- Events in school
- Leadership Structure
- What to do if....
- AOB

Details of other issues discussed if appropriate:

Signed member of staff:

Signed Mentor:

Date:

This document should be filed in your personnel folder in the office
Induction Document – Governor

Welcome to Pikes Lane. We are pleased you have decided to join our team. We take your induction very seriously. As such, you should have opportunity to discuss a number of key practices with your induction mentor. The list below is not an exhaustive checklist, but a guide to the minimum requirements to be shared at your induction. We understand your induction is ongoing, and you must come to us with any other queries you have at any time.

Please sign this document to confirm you have had the opportunity to discuss the following with your induction mentor

- Governor handbook
- Share Safeguarding Procedures and Policies, book training to take place
- Share other policies; Child protection, health and safety, signpost to location of others on reference drive
- Role within school
- Governor code of conduct
- Events in school
- Management Structure
- What to do if....
- Previous Governors minutes
- SDP/SEF
- AOB

Details of other issues discussed if appropriate:

Signed Governor:

Signed Mentor:

Date: