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**Shawlands Primary School**

**Policy**

**(Staff and Volunteer) Induction Policy**

**REVIEWED EVERY 3 YEARS**

**(SUMMER 2018)**

**Introduced: Summer 2015**

**Updated by D Thompson December 2017.**

**SHAWLANDS PRIMARY SCHOOL**

**INDUCTION POLICY**

This policy states the school’s aims and procedures on inducting new staff and volunteers into our school to help them, at the soonest opportunity, to be safe and comfortable in our school environment. Schools are very busy places with a large amount of systems and processes that are regularly reviewed and adapted. Our aim is to ensure that all staff understand the policies and procedures in place so that they can communicate them with other stakeholders and carry them out efficiently to ensure the safety of all pupils, staff and parents.

The policy is written to:

* Induct new staff thoroughly and cover all of the key information that members need to know to do their job safely from day one
* Ensure that information is shared adequately and consistently
* Ensure that non-permanent staff and visitors receive a simplified version that allows them to stay safe in school and ensure the safety of all stakeholders in their care
* Enable new staff to raise concerns or questions about our school procedures
* Allow school leaders to draw together a wealth of information for new staff or volunteers to enable them to work efficiently from the start of their new role

**APPENDIX A**: Induction Checklist for all staff

**APPENDIX B**: Induction Summary and Contract

**APPENDIX C**: Summary for visitors and temporary (supply or peripatetic) staff- this will be handed to all visitors regardless of their role or length of stay

Please note that expectations on all staff are made clear, linked to safeguarding and child protection, through our ‘Professional Code of Conduct Policy’.

<http://www.shawlandsprimaryschool.co.uk/policies>

**SHAWLANDS PRIMARY SCHOOL**

**INDUCTION POLICY**

**APPENDIX A**: Induction Checklist for all staff

A senior leader will demonstrate, share links/copies of and explain the following:

GENERAL

* School Ethos
* Governance
* Leadership
* Class Structures
* School Day
* Timetables and shared resources/spaces
* Expectations- Personal
* Expectations- Professional
* Staff absence
* Briefings and meetings
* Uniform
* School visits policy and related systems

EMPLOYMENT

* Employment Contract
* Overall Staffing Structure
* Job Description and Your Role
* Line-management
* Performance Management Policy and Documentation

SAFETY

* Health and safety leaders and systems
* How to report accidents and injuries to staff
* How to report accidents and injuries to child or non-employee
* How to report concerns
* How will others share their concerns with the wider team?
* Special requests- what do you need to do your job safely?

FIRE AND EMERGENCY

* Fire evacuation plan
* Fire drill procedure and expectations
* Fire extinguishers- shared areas and your classroom
* Emergency evacuation
* Raising alarms

SAFEGUARDING

* Safeguarding leaders and systems
* How to monitor signs and symbols
* How to report a concern
* How to monitor key pupils
* How do we share information?
* Key documentation
* Follow-up procedures
* Key external services and contact information
* Attendance and punctuality expectations

E-SAFETY

* Use of ICT
* Use of email
* Pupil use of ICT
* Report concerns
* Use of social media

WHISTLEBLOWING

* What to do and who to speak to
* Hierarchy of who to contact
* How will the school handle disclosures or allegations against staff?

PARENTS

* Ethos
* General expectations
* Communicating with families
* How to share concerns

BEHAVIOUR AND DISCIPLINE

* Behaviour policy
* Key behaviour systems- reward and sanction
* Applying the code consistently
* Note-taking
* Reporting concerns
* Speaking to parents and wider family

FINANCE

* Ordering resources
* General school practice

SCHOOL DOCUMENTS

* Prospectus
* Policy list and links to website
* Website tour
* Twitter feed

**SHAWLANDS PRIMARY SCHOOL**

**INDUCTION POLICY**

**APPENDIX B**: Induction Summary and Contract

I have had a thorough induction in the following areas of school systems and processes:

(Please tick)

* GENERAL SCHOOL TIMETABLES AND SYSTEMS
* EMPLOYMENT AND MY ROLE
* SAFETY IN SCHOOL
* FIRE AND EMERGENCY PLANS
* SAFEGUARDING SYSTEMS
* E-SAFETY
* WHISTLEBLOWING
* PARENTS AND FAMILIES
* BEHAVIOUR AND REWARD / DISCIPLINE SYSTEMS
* SCHOOL FINANCIAL SYSTEMS
* SCHOOL DOCUMENTATION

Please tick the following statements if they are true:

* I have been shown the school website and Twitter feed.
* I have been shown where all live policies are available and/or stored
* I know who the safeguarding leads are in school
* I know where to find guidance on the signs and symptoms of child abuse or welfare issues
* I know how to report a concern or complaint
* I know what to do in the event of a fire or emergency
* I know who my line manager is
* I know the people who I lead (if relevant)
* I know and understand my role in school
* I know how to record an injury or accident
* I have read and understood the key policies:
  + Health and safety
  + Child Protection
  + Uniform policy
  + Professional code of conduct
  + Attendance and punctuality
  + Behaviour and discipline
  + Anti-bullying and related policies
  + Visitors in school
  + Educational Visits
  + Complaints and whistleblowing

I asked the following questions for follow up: (induction leader to date and initial when answered)

Member of staff:

Induction Leader:

Date:

**SHAWLANDS PRIMARY SCHOOL**

**INDUCTION POLICY**

**APPENDIX C**: Summary for visitors and temporary (supply or peripatetic) staff- this will be handed to all visitors regardless of their role or length of stay

Shawlands Primary School

Visitor Information

Confidentiality

* Please keep all information you learn about children within our school confidential. This includes any disclosures, behavioural incidents and/or personal/sensitive information.

Professional Conduct

* All non-permanent staff and visitors must conduct themselves in a professional manner.
* Treat all children positively and equally. We do not raise our voices to individual pupils or handle children in any way (except where staff have received specialist training).
* Mobile phones should not be visible or used near any children and taking photographs of children is prohibited, unless instructed by the class teacher to do so on a school device.

Staying Safe

* Familiarise yourself with fire exits and where the nearest fire extinguishers are
* Ensure you know how many children are present at all times, if any children in your care have medical conditions or particular behavioural/social issues
* Stay in the sight of other staff at all times unless we have your appropriate DBS details
* Never be alone with an individual child
* Only members of staff who are first aid trained may deal directly with accidents
* Visitors (unless supply teacher) should sign post any issues to staff members urgently

Safeguarding Leads



Duncan Thompson Mrs Hill Claire Athorn

Head EHA Leader Assistant Headteacher

What to do if a child discloses information

* Write down exactly what the child said or did on a ‘cause for concern’ sheet located in either the staffroom, the head’s office or the EYFS first aid cabinet. The details of the disclosure and the content of the form must remain private and confidential.
* Pass this information straight to one of the safeguarding leads above.
* It is everybody’s responsibility to safeguard children- if you feel that you have a concern but you are unsure if it is serious, please seek advice from one of the safeguarding leads above.

What to do in the event of a fire

* Unless you are told otherwise on arrival, we are not having a planned fire drill today- please treat any alarm as a real and serious incident
* Raise the alarm if you discover a fire and ensure that you/a staff member call 999 when you are safe to do so
* Line all children in your care up in a calm and sensible fashion, leaving belongings behind
* Walk calmly to the top playground away from the building
* Count the children, staff and students you are responsible for to ensure everyone is present
* Immediately tell one of the leaders above if someone is missing

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| --- | --- | --- | --- |
| Employee Name: |  | Date: |  |
| Directorate / Business Unit / Service: |  | Manager: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Tick as appropriate** | | |
| Discussion Points | **Subjects Covered in Induction** | **Employee Initials** | **Further Training Required** | **N/A** |
| General | Employees are made aware of the Health and Safety SharePoint Intranet Site which should be their first contact for information pertaining to health, safety, welfare, fire, emergency resilience and business continuity. |  |  |  |
| Adverse Events | Obtaining, recording and reporting of accidents and completion of the relevant accident form(s). I am aware of whom to report my accident to (i.e. line manager). |  |  |  |
| Guidelines and timescales for reporting serious/major injuries. |  |  |  |
| Asbestos | Procedure for those who discover or suspect they have discovered/disturbed asbestos (in the first instance employees should report this to their manager who will inform the Premises Manager/Headteacher). |  |  |  |
| Emergency Evacuation Procedures | Emergency evacuation arrangements for the premises in which I am based including the location of alarm points, exit routes, assembly points and the procedure for raising the alarm. |  |  |  |
| Employees’ nominated/who volunteer for additional fire responsibilities will undergo further training with regard to their specific duties as to the evacuation of the building. It will be provided by the Health, Safety & Emergency Resilience Service, arranged through their Manager. |  |  |  |

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| First Aid | The name(s) and location of the nominated first-aiders and equipment within their work area. |  |  |  |
| Site based employees should be briefed on the procedures for first aid arrangements specific to the individual site. Include named person responsible for first aid, location of equipment and nearest hospital. |  |  |  |
| Risk Assessment | Employees should be given a copy of the risk assessment for their occupation and any others pertaining to their work activities. |  |  |  |
| Discuss the control measures required by the risk assessment and any additional training required in their implementation (e.g. for specific work equipment and machinery). |  |  |  |
| Health Surveillance | Procedure for contacting the Occupational Health Unit through the appropriate referral process. |  |  |  |
| Discuss any health surveillance required specific to the role. |  |  |  |
| Display Screen Equipment | Make employees aware of the requirement to complete a workstation assessment and the location of the DSE Code of Practice. |  |  |  |
| BMBC staff who have been classified as “users” should be made aware of their entitlement to free eye and eyesight tests and the process to request this through the correct chain of command |  |  |  |
| Manual Handling | Make employees aware of the requirement to complete a manual handling assessment and the location of the safe manual handling guidance. |  |  |  |
| Staff involved with Manual Handling activities are to be trained in the correct safe lifting techniques and/or use of lifting aid equipment. |  |  |  |
| Make employees aware of any equipment or PPE available to them (if any) for carrying out lifting and handling activities. |  |  |  |

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| Hazardous Substances | Discuss any COSHH assessments appropriate to the employees work activities including the control measures required in order to use, store and dispose of them safely. |  |  |  |
| Discuss the procedures for allocation, proper use and maintenance of personal protective equipment where applicable and order any PPE required for the work activities. |  |  |  |
| PPE | All employees carrying out work with the use of PPE need to be trained as to how to correctly wear, maintain, report defects and replace allocated equipment. |  |  |  |
| BMBC staff are to be made aware of procedures in place outlining Managers responsibilities to check equipment is being worn correctly, is in good condition and that provisions for storage of PPE when not in use are allocated. |  |  |  |
| Training | All new employees should be booked on the next available IOSH Working Safely or Managing Safely course dependant on their supervisory responsibilities. |  |  |  |
| Discuss any further training requirements in accordance with the training course directory published by the Health, Safety and Emergency Resilience Service and any additional training required for the work activity (e.g. New Roads and Street Works Act Training for those working in the highway). |  |  |  |
| Additional arrangements | If the employee requires an additional duty of care (e.g. they are under 18, or are deemed to be a new or expectant mother) complete the relevant risk assessment templates. |  |  |  |

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| **Signed by Manager:** |  |
| **Signed by Employee:** |  |