Ealing Independent College

Policy for the Induction of new staff

The policy applies to the whole college

BELLEVUE | EDUCATION

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Policy for the Induction of New Staff

Introduction

Induction is the effective introduction of a colleague to his or her role within the college.

This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave. All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of the college's employees. The comments of new and existing staff are welcomed, to help shape future induction procedures.

It is the college's aim that staff enjoy their time at the college, find it stimulating and worthwhile and feel that they are members of a successful and hardworking team. The college aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the targets and objectives of the college development plan. The college's induction procedures are designed to help to make this happen. The college recognises that pupils achieve most from a well-informed, highly motivated staff. New staff will be supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the college and its working practices as quickly and easily as possible. The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of the college.

Induction is the beginning of a process of ongoing professional development, to which the college is thoroughly committed. This includes the provision of support, training, appraisal and opportunities for career development.

The specific aims of the college's induction of new staff are:

- To ensure and understanding of the college's aims and ethos and how they impact on the implementation of college policy
- To provide the individual with relevant college information.
- To ensure effective implementation of college policies and procedures
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the college
- To ensure implementation of the college's health and safety routines and requirements
- To identify the role the individual will play within the college.
- To learn more about the individual and his or her immediate long term professional needs and aspirations.
- To explain what the college can and will do to help the individual make an effective contribution to the college.

Induction Responsibilities

It is the Principal's who has overall responsibility to ensure each new member of staff receives his or her induction entitlement. Each new member of staff is assigned an induction mentor to help them accomplish the requirements of the job. Mentors will be chosen in relation to the nature of the appointment. All staff share a corporate responsibility towards new members of staff to make them aware of day-to-day routines and procedures. It is in everybody's interest that each member of staff is able to contribute towards the fulfilment of our college aims.

Mentoring is the support, advice and guidance provided for colleagues to enable the development their expertise in their new role in order to become a confident team member.

Allocation of mentors will generally be according to the following table:

New staff member	**Allocated mentor**
NQT	Principal
Teacher/HoD	Vice Principal/Senior Member of Staff/HoD
Vice Principal	Principal
Office Staff	PA to Principal
Cleaners	PA to Principal

Induction Pathway

The following describes what new staff can normally expect by way of induction. All new teaching and non-teaching staff will participate in the college's induction process. The level of support provided will be tailored to the new member of staff's role within the college and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

From application for the post until immediately prior to starting:

- Receipt of job description and person specification
- Receipt of details of college's aims and ethos
- Gain an understanding of the post through interview activities
- Agreement of contract and salary
- Familiarisation time in college, where possible, for teaching staff, spending time in college with future class
- Handover from previous post holder
- Meeting with a senior member of staff to discuss role and duties.
- Informal opportunity to meet staff and pupils.
- Completion of pre-appointment documentation
- Undertaking and additional training requirements, which may include safeguarding, first aid and food handling
- Information on additional expectations, including attendance at parent consultation meetings, evening and weekend events and functions, residential trips etc.
- Information on college dress code for staff

Immediately prior to starting:

- Formal meeting with appointed mentor and any other staff central to the new member of staff's responsibilities
- Receipt of induction documentation/handbook
- Receipt of the college's employment manual and staff code of conduct
- Receipt and discussion of key college policies and information, which must include those covering:
    - Safeguarding, (including e-safety, staff code of conduct, mobile phones and cameras, use of reasonable force) which will include an explanation of the systems to support Safeguarding
    - Safeguarding summary leaflet
    - The role and identity of the DSL, and Deputies
    - Part 1 and Annex A (at least) of Keeping Children Safe in Education 2020
    - Curriculum, Teaching & Learning and Assessment
    - Health and Safety
    - Fire prevention, fire safety and fire evacuation procedures

    - First aid procedures and the procedures for the administration of medication
    - Whistleblowing
    - Equality policy
    - Behaviour and anti-bullying
    - Critical Incident
    - Educational Visits
    - Risk assessment
    - Policy and procedures relating to Children Missing Education (found within the safeguarding policy)
- Duty, assembly and other rotas
- College security procedures
- Briefing, as required, on any pupils with particular SEND issues or medical and dietary requirements
- Information on general topics, including
    - Member of staff's college email address and intranet log-in details
    - Door codes and security information
    - Staff toilets and provision for storing personal belongings
    - Protective clothing and personal equipment, where the role requires this
    - Car parking and on-site vehicle movement

By the end of the first week:

- Further discussion to confirm understanding of college policies
- New member of staff signs to confirm having read and understood relevant college policies, always to include:
    - Safeguarding Policy and other policies associated with safeguarding
    - Part 1 and Annex A of Keeping Children Safe in Education 2019
    - Health and safety policy

Following on from this initial period, there will be regular points of contact between the new member of staff and his or her mentor and appraiser.

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