

STAFF INDUCTION POLICY

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| **ACADEMIC YEAR** | **AUTHOR** | **ROLE** | **DATE OF NEXT REVIEW** |
| 2020-21 | Simon Hawthorne | Headteacher | September 2021 |

1. Introductory Information:

* In your first week at work, you will have a meeting with the Headteacher (or suitable line manager) to ensure that you have received all the essential information about your workplace and to answer any questions you may have. In the induction checklist in section 3, there is a list of items that you will be able to find out at this meeting.
* Full safeguarding training will be provided as soon as practically possible. However, before you begin work on your first day you will be given a safeguarding briefing by the designated safeguarding lead, and provided with all necessary tools and documents that you need to ensure that you feel secure and confident in knowing how to manage any safeguarding issues that may arise.
* You will be provided with all necessary IT log on details, such as for email & the My Concern safeguarding reporting system. Please ensure that you check any staff noticeboards and LGFL email daily as important school communication takes place this way.
* Staff probation: all support staff are subject to a six-month probation period. This will consist of a two-month probation meeting, a four-month interim meeting and a six-month final probation meeting. Graduating from probation is confirmed in writing following a successful probation period. During these meetings with your line manager, your progression into your role, training needs, any work related issues, concerns and successes will be discussed and necessary actions agreed to ensure that you feel fully supported by the school leadership.
* Pay: school based staff are paid on the 24th of each month. If the 24th falls on a weekend or a bank holiday, payment is made on the Friday before the 24th.

1. Essential Reading

* You will be provided with and will need to read the following documents within two weeks of your start date. You will be required to sign that you have done so:
* Staff Code of Conduct
* Safeguarding & Child Protection Policy
* Behaviour Policy
* Whistleblowing policy
* Acceptable use of IT policy
* The following HR related policies are available from the HR Department:
* Job description
* Sickness policy
* Disciplinary policy

All schools in The Beckmead Trust support family friendly policies and pensions schemes, details of which can be obtained from HR department.

Information and a log in to ‘Beckmead Benefits’ employee benefits portal will be emailed to your staff email address.

1. Induction Checklist:

The following checklist outlines what you will receive through your induction period:

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| **WEEK 1** | |
| **Day 1** | **Signed as completed (employee and line manager)** |
| *Introduction to Line Manager* |  |
| *Briefing of Fire Procedures* |  |
| *Safeguarding reporting arrangements* |  |
| *First Aid procedures* |  |
| *Accident Reporting – staff and pupils* |  |
| *Issuing of identification card, and keys, and electronic door fobs* |  |
| *Explanation of tea/coffee arrangements* |  |
| *Break/lunch arrangements briefing* |  |
| *Staffroom/toilets information* |  |
| *Introduction to colleagues* |  |
| *Timetables/PPA information issued* |  |
| *School times* |  |
| *Term dates* |  |
| *Incident and physical intervention reporting* |  |
| *Absence reporting arrangements* |  |
| **Days 2-5** | **Signed as completed (employee and line manager)** |
| *Information about Home/School Communication:*  *Phone procedures; letters; Home Contact Book* |  |
| *Introduction to Pupil IBSP’s and IEP’s* |  |
| *Obtain from HR:*  *Network login*  *Photocopying code*  *Email log in*  *School diary*  *Pay slip access*  *Hepatitis B vaccine access* |  |
| *Petty cash process*  *Purchasing process* |  |
| *Conditions of work:*  *Discretionary Leave*  *Sickness policy* |  |
| **WEEK 2-6** | **Signed as completed (employee and line manager)** |
| *Read essential school policies and sign confirmation by end of Week 2 (section 2)* |  |
| *Training briefing about our Equality objectives and the Equality Act* |  |
| *Initial probation meeting with line manager* |  |
| *Get to know the school:*  *School motto and vision*  *School premises*  *Debriefs*  *Class team meetings*  *Training and directed time*  *Teacher share on the network*  *School trips procedures* |  |
| *Beckmead Family School organisation and key staff.* |  |
| *Read site specific information/policies as directed by HOS.* |  |

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| ***When all the appropriate actions are carried out and dated, please sign and return to the Headteacher*** |
| Signed:  -------------------------------- ---------------------------------------  Staff member Line Manager (Name & Role)  -------------------------------- --------------------------------------  Date Date |