

# Beaucroft School



## Staff Induction Policy

<b>Issue Date: June 2022</b>	<b>June 2023</b>
<b>Date Adopted:</b>	
<b>Signed By:</b>	
<b>Approval Committee: Governing Body</b>	

# BEAUCROFT FOUNDATION SCHOOL

## INDUCTION POLICY



Our policy includes procedures for teaching staff (including supply), teaching assistants, administrative, caretaking, midday supervisory and catering staff, new children, parents and voluntary helpers in school

The policy will be implemented in accordance with school aims and policies including Continuing Professional Development, Safeguarding, Performance Management, Health and Safety and Equal Opportunities.

### **Rationale**

Our priority is to raise standards and improve the quality of education for all our pupils.

Staff who are well supported and confident in their roles will help achieve this more successfully.

Our procedures will provide all newly appointed staff and governors, as well as those changing roles, with a programme of structured support and guidance as appropriate.

New children, parents and helpers will be included in our induction programme

### **Aims**

Our induction programme will enable all to:

- Feel welcomed, valued and respected
- Integrate successfully into school
- Access appropriate advice, help and support
- Fulfil their job description successfully
- Consolidate their performance

Staff will have the opportunity to:

- Gain experience and develop professional expertise
- Have opportunities for observation and discussion of their work with senior staff to discuss progress.

### **Procedures**

#### Supply Staff

Supply staff will be welcomed by the member of staff responsible for booking supply and on their first visit to Beaucroft will be given relevant information on the class, lesson plans and advice on procedures from relevant staff. They will have support from appropriate staff if difficulties arise.

#### Teaching Staff and Teaching Assistants

All new staff will be given appropriate induction advice and support. **All staff will complete safeguarding training before they commence their role.** They will be allocated a mentor to provide advice and support during the induction period, or sooner if needed. In the first year half termly meetings will take place with mentors to identify and resolve any concerns in addition to Performance Management Procedures.

## NQT's

Induction for newly qualified teachers will be provided, following guidance from the DfE and Dorset LA, taking into account individual Career Entry Profiles.

## Administrative Staff

The School Business Manager is responsible for arranging the appropriate induction and training of all office staff. This will include training in Safeguarding Procedures, STEPS and Health and Safety. All staff will take part in Performance Management Reviews with their team leader. The Co-Headteachers are responsible for the Performance Management of the Business Manager.

## Kitchen/Cleaning/Caretaking Staff

The Co-Headteachers are responsible for the induction of the Site Manager. The **Kitchen Lead** is responsible for the induction of all kitchen staff.

This induction should include information about the school, aims and policies and Health and Safety issues, Safeguarding, as well as relevant information to help them carry out their job description effectively.

All staff will take part in Performance Management Procedures

## Governors

Governors have a vital role in providing support, advice, guidelines and monitoring for the school. All new governors will attend an induction course offered by the LA and will make themselves aware of current relevant school information, policy documents and School Improvement Plans. The Chair of Governors is responsible for the induction of new governors and the Clerk to the Governors will supply all necessary information and resources.

## New Children and Parents

All new children and parents are encouraged to visit the **school and are signposted to the school website**. An induction day is arranged in the summer term for all new students to meet their peers and appropriate staff. It is the responsibility of form tutors and staff teams to ensure that children are settled quickly and happily at Beacroft.

Parents are welcomed **into the Haven to meet each other, key staff and fill in relevant forms**. **A parents information evening** in September gives parents the opportunity to hear about school procedures, find out about the curriculum for the coming year and some important diary dates and to meet staff. Beacroft School has an 'Open Door' Policy and welcomes communication from parents at all times.

New Parent Questionnaires - October

## Voluntary Helpers and Student Placements

The team leader responsible for student placements and voluntary helpers ensures that they are DBS checked when appropriate, are given relevant information about the school, Safeguarding, Health and Safety Issues and STEPS. Welcome to Beacroft information.

## **Responsibility**

People working at Beacroft will recognise their personal responsibility towards their own development and will participate fully in the induction programme. They must be proactive in seeking out information and alert the school to any personal needs not met by the planned induction programme.

It is the responsibility of the Co Teachers and the CPD Co-ordinator to monitor the induction of all staff.

We will identify those individuals to be inducted and identify named persons (mentors) to support them.

Relevant information, including safeguarding and STEPS will be provided and a timetable of induction and review meetings will be arranged.

We will ensure that the central policy file and staff handbook are kept up to date.

Written job descriptions will be available for all people working at Beaucroft.

Signed and agreed ..... Chair of Governors

Date .....