



## Thameside Primary School: Induction Policy

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## Contents

Aims and Objectives of Induction	p.3
Responsibilities	p.3
School Induction Programme for Experienced Teaching Staff	p.3
School Induction Programme for Teaching Staff returning from maternity leave	p.4
School Induction Programme for Newly Qualified Teachers	p.4
School Induction Programme for Support Staff	p.5
School Induction Programme for Governors	p.5
<b>Appendix</b>	
1. Induction checklists	p.7

<b>Policy reviewed by:</b>	Sophie Greenaway
<b>Key Changes:</b>	<p>Updated induction checklists to be more user friendly for any staff who start at Thameside.</p> <p>Bursar replaced with school business manager.</p> <p>NQTs replaced with ECTs.</p> <p>Hard and soft copies of policies and key documents referenced.</p> <p>We now have a page on our website dedicated to <a href="#">new staff induction</a>.</p> <p>The rest of this policy remains fit for purpose.</p>



**We are a rights respecting school:**

**Article 28: (Right to education):** All children have the right to a primary education.

**Article 29 (Goals of education):** Children's education should develop each child's personality, talents and abilities to the fullest.

**Article 39 (Safeguarding)** Children neglected, abused, exploited, tortured or who are victims of war must receive special help to help them recover their health, dignity and self-respect.

### **Aims and Objectives of Induction**

The induction process will:

- Ensure that all staff and governors new to the school will understand what is expected of them at the school and what support is available to achieve those expectations
- Provide information and training on the school's policies and procedures
- Provide child protection training
- Enable new colleagues to contribute immediately to school improvement, thereby raising pupil attainment and achievement and meeting the needs of pupils and parents
- Contribute to new colleagues' sense of job satisfaction and personal achievement
- Identify any training needs

### **Responsibilities**

**The Head teacher** has overall responsibility for the management and organisation of induction including Newly Qualified Teacher induction across the whole school

**Phase Leaders / Line Managers** are responsible for ensuring induction takes place

**The New Member of staff** is responsible along with their Phase Leader or Line Manager for ensuring that all items in the programme and safeguarding checklists are covered and to raise any gaps with their line manager

This means that new employees and governors:

- Undergo an induction programme and receive appropriate information
- Are provided with an induction programme and safeguarding checklist
- Know how to access relevant policies and procedures
- Have an understanding of the structure of the school

### **School Induction Programme for Experienced Teaching Staff**

- All new teachers will be expected to visit the school before they take up the post
- All new teachers may be asked to undertake further visits in agreement with their current school if appropriate; the school will pay supply cover



- The Head teacher and/ or Phase leaders will liaise with new staff regarding the induction programme and timetable
- Attendance at all induction meetings is **expected**; this includes training in Safeguarding –with regard to Child Protection, Prevent training, e – safety training as well as correct use of PE apparatus
- All new teachers will receive fire safety training; this will include fire evacuation procedures and will be arranged by the school business manager and caretaker
- All new teachers will receive a copy of the staff handbook and an online folder of key documents – it is expected that these documents will be updated by the teacher as required
- Hard copies of key policies will be given out (and soft copies sent out), with signposting towards others; all new teachers are expected to develop their knowledge and understanding of them and adhere to them
- All teachers will be signposted to the school toolkits (planning, Pupil Premium etc) and will receive training on how they are to be used
- All new teachers will be provided with an explanation of the school's appraisal procedures and will enter into the school appraisal system
- All new teachers are expected to model the behaviours expected in school, including school values and British values

#### **School Induction Programme for Teaching Staff returning from maternity leave**

- All returners will be invited to KIT (keeping in touch) days before returning to work
- All returners will have a personalised induction programme; this will include;
  - time with the Head teacher to address changes in education policy and school practices
  - time with their phase leader
  - NCT (Non Contact Time) to familiarise themselves with documents on the common drive
  - NCT to observe modelled lessonsThis programme will be drawn up with the returner as soon as is practicable
- All returners will be slotted back into the performance management cycle as soon after their return as practicable

#### **School Induction Programme for Newly Qualified Teachers**

- All newly qualified teachers will be expected to visit the school before they take up the post
- All newly qualified teachers may be asked to undertake further visits and is usually a paid period
- The Head teacher and/ or Phase leaders will liaise with new staff regarding the induction programme and timetable; this in addition to ECT support
- Attendance at all induction meetings is **expected**; this includes training in Safeguarding –with regard to Child Protection, Prevent training, e – safety training as well as correct use of PE apparatus
- All new teachers will receive fire safety training; this will include fire evacuation procedures and will be arranged by the school business manager and caretaker
- All newly qualified teachers will receive a copy of the staff handbook and an online folder of key documents – it is expected that these documents will be updated by the teacher as required
- Hard copies of key policies will be given out (and soft copies sent out), with signposting towards others; all newly qualified teachers are expected to develop their knowledge and understanding of them and adhere to them



- All newly qualified teachers will receive copies of the school toolkits (planning, Pupil Premium etc) and will receive training on how they are to be used; it is expected that toolkits are kept up to date by the teacher
- All newly qualified teachers are expected to model the behaviours expected in school, including school values and British values
- All ECTs will be allocated an induction tutor and a mentor (this may be the same person)
- A mentor will, wherever possible, be allocated from the same Phase, and will be a member of SLT or a senior teacher
- Induction mentors are responsible for the day to day management of their ECTs induction and will meet with their ECT regularly. The mentor will develop an induction programme; then review progress, set targets and identify support alongside the ECT
- ECTs will be observed during the statutory induction period by their mentor, Head Teacher, Phase Leader or other suitably qualified member of staff as appropriate
- Three formal assessments will take place during the induction period; these are documented on forms signed by the ECT, Induction Mentor and Head Teacher before being sent to the LA
- Each ECT has 10% professional development time during their statutory indication period. This is in addition to 10% PPA time. Additional non-contact time can be negotiated with the Phase Leader in conjunction with the Head teacher in special circumstances
- The 10% professional development time will normally be taken weekly, but may be saved for whole day participation in training and development activities (ie attendance at a one-day course requires the use of 2 x half days' time)
- Each ECT is expected to maintain a record of their induction and professional development
- ECTs who are not meeting the induction standards or making satisfactory progress towards them will develop a detailed action plan with the Induction Mentor. They will receive increased support as necessary. The LA will be kept informed of progress

### **School Induction Programme for Support Staff**

- All new support staff will be invited to visit the school before they take up the position
- The Head teacher and/ or Phase leaders will liaise with new support staff regarding the induction programme and timetable
- Attendance at all induction meetings is **expected**; this includes training in Safeguarding –with regard to Child Protection, Prevent training and e – safety training
- All new staff will receive fire safety training; this will include fire evacuation procedures and will be arranged by the school business manager and caretaker
- All new support staff will receive a copy of the Support Staff Handbook and it is expected that these documents will be updated by the teacher as required
- Hard copies of key policies will be given out (and soft copies sent out), with signposting towards others; all new support staff are expected to develop their knowledge and understanding of them and adhere to them
- All support staff will enter into the school appraisal system
- All new support staff are expected to model the behaviours expected in school, including school values and British values



### **School Induction Programme for Governors**

New governors will be invited to meet the Chair of Governors and the Head teacher upon taking up office. They will receive an induction pack which will include:

- A welcome letter/ email
- A Declaration of Suitability form to be signed
- A Register of Business Interests to be signed
- A Governor code of Practice to be signed
- A DBS Clearance form to be signed
- Instrument of Government
- Terms of Reference
- A contact list of governors
- A list of Finance & Staffing committee members and terms of reference
- A list of staff and responsibilities
- Dates of future meetings
- The School Development Plan (SDP)
- The minutes of previous full governors' meetings
- The most recent Head teacher's report to governors
- E- link to DfE's Governor's Handbook
- A list of policies on school website ([www.thameside.reading.sch.uk/parents](http://www.thameside.reading.sch.uk/parents))
- A copy of the Confidentiality Policy (or signposted on website)
- A copy of the Whistleblowing Policy (or signposted on website)
- Good Governance Guides (including Visiting the School)
- A plan of the school

Please note: all new governors will be offered New Governor Training as well as guidance and support through The Key and Governor Hub. We also provide a mentor for new governors.

**S Greenaway Feb 2023**


### **Appendix: (below)**

Thameside Primary School Induction Checklists for new staff and governors



## Thameside Primary School Induction Checklists For Staff & Governors

### Safeguarding: all staff

What?	When?	Additional information	Completed? (staff member to sign & date)
DBS check, overseas police check (if previously lived or worked outside of the UK for a period of more than 12 months or more in the past 10 years, while aged 18 or over) and/or risk assessment pending such check being received.	Prior to starting role	Completed by School Business Manager If risk assessment is in place for the employee both employee and phase leader must be aware of the contents of this risk assessment to ensure it is followed until such time it is no longer required.	
 <b>BWSCP Safeguarding Children training</b> <a href="https://elearning.berkshirewestsafeguardingchildren.org.uk/login/index.php">https://elearning.berkshirewestsafeguardingchildren.org.uk/login/index.php</a>	Prior to starting role (if universal safeguarding prior to start not possible)	Email certificate after competition to the Headteacher <a href="mailto:head@thameside.reading.sch.uk">head@thameside.reading.sch.uk</a>	
<b>Universal Safeguarding Training (in person)</b>	As soon as possible into role	Invitation sent by Headteacher or Inclusion Manager to attend this in person training (completed every 3 years)	
<b>Read KCSIE Part 1 Take quiz</b>	Prior to starting role	KCSIE document and link to quiz will be emailed out to staff in welcome induction pack. Certificate for taking quiz will be shared with the headteacher automatically.	
<b>Read the school Safeguarding &amp; Child Protection Policy Complete online agreement</b>	Prior to starting role	Policy will be emailed out to staff in welcome induction pack. Complete online form to state that you have read the current KCSIE guidance & Child protection policy and agree to act accordingly. 2022-23 link: <a href="https://forms.gle/PQRxDN3puAm7KUyS8">https://forms.gle/PQRxDN3puAm7KUyS8</a> 2023-24 link: <a href="https://forms.gle/uWUtCFgtcni9THEE9">https://forms.gle/uWUtCFgtcni9THEE9</a> 2024-25 link: <a href="https://forms.gle/uH16fCQkqR33E5f69">https://forms.gle/uH16fCQkqR33E5f69</a>	
<b>E-safety training</b>	Prior to starting role	Link to training will be emailed out to staff in welcome induction pack.	
<b>ICT Acceptable Use Agreement</b>	Prior to starting role	Please sign on first day and hand to School Business Manager for your staff file.	



### Additional Safeguarding Training

What?	When & who?	Additional information	Completed? (staff member to sign & date)
<b>Child on Child abuse</b> <a href="https://my.thekeysupport.com/signup-for-elearning/d51e87e5-0d67-4ee5-a4ca-5db96050adac?src=stc_link">https://my.thekeysupport.com/signup-for-elearning/d51e87e5-0d67-4ee5-a4ca-5db96050adac?src=stc_link</a>	For all teaching staff. Ideally, can complete before starting position or within annual cycle of safeguarding training within the school	Certificate for taking training will be shared with the headteacher automatically.	
<b>CSE training</b> <a href="https://pace.vc-enable.co.uk/Register">https://pace.vc-enable.co.uk/Register</a>	For all teaching staff. Ideally, can complete before starting position or within annual cycle of safeguarding training within the school	Email certificate after competition to the Headteacher <a href="mailto:head@thameside.reading.sch.uk">head@thameside.reading.sch.uk</a>	
<b>FGM</b> <a href="https://fgmelearning.vc-enable.co.uk/Register/">https://fgmelearning.vc-enable.co.uk/Register/</a>	For all staff. Ideally, can complete before starting position or within annual cycle of safeguarding training within the school	Email certificate after competition to the Headteacher <a href="mailto:head@thameside.reading.sch.uk">head@thameside.reading.sch.uk</a>	
<b>Preventing Radicalisation</b> <a href="https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html">https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html</a>	For all staff. Ideally, can complete before starting position or within annual cycle of safeguarding training within the school	Email certificate after competition to the Headteacher <a href="mailto:head@thameside.reading.sch.uk">head@thameside.reading.sch.uk</a>	
<b>GDPR training</b>	For all teaching staff. Ideally, can complete before starting position or within annual cycle of safeguarding training within the school	Email invite will be sent to you from Judicium learning.	
<b>Therapeutic behaviour training</b>	Training will be arranged for new staff by the deputy head	See Behaviour Policy for more information on this approach adopted by the school .	
<b>ACES</b> <a href="https://www.acesonlinelearning.com/">https://www.acesonlinelearning.com/</a>	Optional training but recommended for all staff		
<b>Safeguarding for Governance</b> <a href="https://my.thekeysupport.com/signup-for-elearning/5d552683-323e-4c21-ac82-716fe3a0f8cb?src=stc_link">https://my.thekeysupport.com/signup-for-elearning/5d552683-323e-4c21-ac82-716fe3a0f8cb?src=stc_link</a>	Safeguarding training for governors	Certificate for taking training will be shared with the headteacher automatically.	





## Key Policies & Documents

These key policies & documents will be shared with all new staff in the welcome induction pack and referred to at the induction meeting.

Key Policies	Key Documents
Child on Child Abuse & Managing Allegations	Staff Handbook
Anti-Bullying & Anti-Racism Policy	CSE Guidance
E-Safety Policy	KCSIE key changes
Behaviour Policy	Prevent Duty Advice
Health & Safety Policy	Thameside Assessment in a Nustshell
Whistleblowing Policy	'What to do if you're worried a child is being abused' information
British Values at Thameside	<b>One Page Profile (OPP)</b> – we ask new staff to complete a OPP to help other staff, children and families to get to know them quickly. The OPP captures all the important information about a person on a single sheet of paper under three simple headings: what people appreciate about me, what's important to me and how best to support me. You will be emailed a master OPP to complete. See here for examples: <a href="https://www.thamesideprimary.co.uk/page/?title=One+Page+Profiles&amp;pid=299">https://www.thamesideprimary.co.uk/page/?title=One+Page+Profiles&amp;pid=299</a>
Code of Conduct	
Equality Scheme & Accessibility Plan	
Managing sickness & absence procedure	
Safeguarding & Child Protection Policy	
Confidentiality Policy	
Induction Policy	
Lone Worker Policy	
Medical Conditions & Drugs Administration	
Records Management Procedure	
Wellbeing Policy	
Touch Policy	
Reading Policy & Guidelines	
All policies can be located on the school website: <a href="https://www.thamesideprimary.co.uk/page/?title=Policies&amp;pid=178">https://www.thamesideprimary.co.uk/page/?title=Policies&amp;pid=178</a>	



### School Site & Key Procedures

What?	When?	Additional information	Completed? (staff member to sign & date)
<b>School plan</b>	Following interview, additional tour of the school to happen on first day	Phase leader or admin team to show new member of staff around the school and the locations of amenities & key resources etc.	
<b>Identity photo taken for staff photo board &amp; lanyard</b>	Prior to starting	SBM and Admin team to lead on this	
<b>Register procedures</b>	First day or prior to starting	Phase leader to lead on this	
<b>Class list &amp; SEND information</b>	Before starting	Phase leader and Inclusion Team to lead on this with support from prior class teacher(s) as required	
<b>Duty rotas</b>	First day or prior to starting	Phase leader to lead on this	
<b>Planning format &amp; curriculum map</b>	First PPA or prior to starting	Phase leader to lead on this	

### Health & Safety Induction

What will be covered?	Additional information	Completed? (staff member to sign & date)
<b>Fire procedures &amp; lockdown – via Powerpoint presentation</b>	To be arranged by the SBM & caretaker	
<b>EVOLVE and off-site procedures</b>	To be arranged by the Deputy headteacher	
<b>Correct use of PE apparatus</b>	To be arranged by the SBM & caretaker	
<b>Security and personal safety</b>	To be arranged by the SBM	
<b>Codes and passwords</b>	To be arranged by the SBM	
<b>Medical procedures</b>	To be arranged by the Inclusion manager	
<b>Safe handling of children</b>	To be arranged by the Inclusion manager	
<b>Health &amp; Safety Policy</b>	To be arranged by the SBM	
<b>Basic First Aid (if required for role)</b>	To be arranged by SBM at earliest convenience	
<b>Manual Handling - PP Presentation and practical assessment</b>	To be arranged by the SBM	
<b>Health &amp; Safety Level 1 Training</b>	To be arranged by SBM at earliest convenience	



Induction Meetings		
What will be covered?	Additional information	Completed? (staff member to sign & date)
<b>General information</b> -Staff handbook & wellbeing - Code of conduct -School vision, aims and ethos -How we work -Working day including 1265 hours, staff and team meetings -Staff absence procedures -Dress code -Remote learning protocols -Lone worker policy -How to use CPOMS -Rights respecting schools & charters	This content will be covered in the induction meeting with the headteacher.	
<b>SEND at Thameside</b> (identification, reviews, learning plans, Provision Map, inclusion, intimate care)	Meeting with the Inclusion team will be arranged	
<b>Teaching, learning &amp; curriculum</b> -Teaching & learning Policy - Subject leader toolkit -Lesson planning -Literary curriculum -Conference marking -Share reading approach -Teaching for Maths Mastery -Reading policy & guidelines - Phonics & Accelerated reader programmes -Target Tracker for assessment -Class assemblies & productions -Report writing	Induction in these areas will be arranged by the deputy head and phase leaders.	
<b>Safeguarding</b> The 'Safeguarding Induction Checklist' is a separate document and will be printed for signing at the induction meeting		

