



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.6
Appendix	
1. Induction checklists	p.8

Policy reviewed by:	Vicki Lucas
Key Changes:	Added: The School Business Manager is responsible for ensuring new staff receive onsite Health and Safety and Fire Evacuation Training. Reference to TES Develop Staff Training Online throughout all sections Added: Office and Employment section in Appendix Page 12. The rest of this policy remains fit for purpose.



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 School Business Manager is responsible for ensuring new staff receive onsite Health and Safety and Fire Evacuation Training.

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
- Are issued essential training via TES Develop Online
- 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
- All new teachers will receive a user login to access TES Develop online training to be completed with week one.
- 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
- All staff will be allocated time to catch up on incomplete training, including annual refresher Child Protection and Keeping Children Safe in Education training.

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 a user login to access TES Develop online training to be completed with week one.
- 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 induction 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 support staff will receive a user login to access TES Develop online training to be completed with week one.
- 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)
- All new Governors will receive a user login to access TES Develop online training to be completed
- 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)
- 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.

V Lucas Feb 2025



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.	
 BWSCP Safeguarding Children training https://elearning.berkshirewestsafeguardingchildren.org.uk/login/index.php	Prior to starting role (if universal safeguarding prior to start not possible)	Email certificate after completion to the Headteacher head@thameside.reading.sch.uk	
Universal Safeguarding Training (in person)	As soon as possible into role	Invitation sent by Headteacher or Inclusion Manager to attend this in person training (completed every 3 years)	
Read KCSIE Part 1 Take quiz School Online CPD and Training Tes	Prior to starting role	KCSIE document Part 1 emailed on commencement to read. Then complete the TES Develop Online Training- KCSIE Questionnaire. TES User details to be provided by School Business Manager. Certificate for taking quiz will be shared with the headteacher automatically.	
Read the school Safeguarding & Child Protection Policy & Staff Code of Conduct Complete online agreement (Declaration)	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, Staff Code of Conduct & Child protection policy and agree to act accordingly. 2024-25 link: https://forms.gle/uH16fCQkqR33E5f69	
Child Protection Refresher – TES Develop Online Training School Online CPD and Training Tes		Complete CP refresher course on TES Develop online. 3 Modules Certificate for taking quiz will be shared with the headteacher automatically	
Online Safety training School Online CPD and Training Tes	Prior to starting role	Complete Online Safety course on TES Develop online. Certificate for taking quiz will be shared with the headteacher automatically	
ICT Acceptable Use Agreement	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)
Child on Child abuse https://my.thekeysupport.com/signup-for-elearning/d51e87e5-0d67-4ee5-a4ca-5db96050adac?src=stc_link	For all 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.	
CSE training https://pace.vc-enable.co.uk/Register	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 head@thameside.reading.sch.uk	
FGM https://fgmelearning.vc-enable.co.uk/Register/	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 head@thameside.reading.sch.uk	
Preventing Radicalisation https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html	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 head@thameside.reading.sch.uk	
GDPR training	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.	
Therapeutic behaviour training	Training will be arranged for new staff by the deputy head	See Behaviour Policy for more information on this approach adopted by the school .	
ACES https://www.acesonlinelearning.com/	Optional training but recommended for all staff		
Safeguarding for Governance https://my.thekeysupport.com/signup-for-elearning/5d552683-323e-4c21-ac82-716fe3a0f8cb?src=stc_link	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	One Page Profile (OPP) – 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: https://www.thamesideprimary.co.uk/page/?title=One+Page+Profiles&pid=299
Staff & Volunteers 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: https://www.thamesideprimary.co.uk/page/?title=Policies&pid=178	



School Site & Key Procedures

What?	When?	Additional information	Completed? (staff member to sign & date)
School plan	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.	
Identity photo taken for staff photo board & lanyard	Prior to starting	SBM and Admin team to lead on this	
Register procedures	First day or prior to starting	Phase leader to lead on this	
Class list & SEND information	Before starting	Phase leader and Inclusion Team to lead on this with support from prior class teacher(s) as required	
Duty rotas	First day or prior to starting	Phase leader to lead on this	
Planning format & curriculum map	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)
Fire procedures & lockdown – via Powerpoint presentation	To be arranged by the SBM & caretaker	
EVOLVE and off-site procedures	To be arranged by the Deputy headteacher	
Correct use of PE apparatus	To be arranged by the SBM & caretaker	
Security and personal safety	To be arranged by the SBM	
Codes and passwords (Common> Door Codes)	To be arranged by the SBM	
Medical procedures	To be arranged by the Inclusion manager	
Safe handling of children	To be arranged by the Inclusion manager	
Health & Safety Policy	To be arranged by the SBM	
Basic First Aid (if required for role)	To be arranged by SBM at earliest convenience	
Manual Handling - PP Presentation and practical assessment & TES Develop Online Course	To be arranged by the SBM	
Health & Safety Level 1 Training in person & TES Develop Online Course	To be arranged by SBM at earliest convenience	



Induction Meetings		
What will be covered?	Additional information	Completed? (staff member to sign & date)
General information -Staff handbook & wellbeing - Staff 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 - TES Develop online training platform (various training) -Rights respecting schools & charters	This content will be covered in the induction meeting with the headteacher.	
Office and employment -Payroll/ Timesheets – Pay day -Signing in Visitor system -Photocopier Training -Email access -ID Pass -Leave requests -School Dinners - Itrent access (to view payslips/P60s)	This content will be covered in the induction meeting with the School Business Manager.	
SEND at Thameside (identification, reviews, learning plans, Provision Map, inclusion, intimate care)	Meeting with the Inclusion team will be arranged	
Teaching, learning & curriculum -Teaching & learning Policy - Subject leader toolkit -Lesson planning -Literary curriculum	Induction in these areas will be arranged by the deputy head and phase leaders.	



-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		
Safeguarding The 'Safeguarding Induction Checklist' is a separate document and will be printed for signing at the induction meeting		