STAFF INDUCTION POLICY- Lees Primary

1.   Introduction

1.1   Lees Primary School and Bronte Academy Trust believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support, ancillary and temporary staff receive an induction training programme appropriate to the post being filled.

1.2   A check-list will be signed and dated by the co-ordinator and the new member of staff (Appendix 1).

1.3   Permission to use images of all staff who work at the school will be sought on induction.

1.4   All staff will attend new staff safeguarding training.

1.5   Support/ancillary staff will be offered an induction programme applicable to their specific role.

2.   Teaching Staff

2.1   All new teaching staff should be briefed by their line manager and the School Business Manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to practises, resources and procedures thatrelate to their team and safer recruitment requirements.

2.2   All new teachers should also have meetings with relevant senior staff. This will take place prior to or immediately after the commencement of employment at the school. The programme should include:

❑   Briefing by the Headteacher.
❑   Induction on key policies and procedures including: Safeguarding and Child Protection; e-Safety key HR and H&S policies (Health and Safety, Fire/Emergency procedures, Attendance Policy, Equal Opportunities, ICT Acceptable Use, Social Media Policy etc.);
❑   SEN information.
❑   Roles and responsibilities.
❑   A guide through the Staff Handbook.
❑   Line management procedures.
❑   Communication sources (eg. email, meetings, shared Cloud, school calendar);
❑   Pastoral system.

2.3   During the course of the year an induction programme should be organised that includes:

❑   Performance Management.

- ❑ Reports, report writing and Parents' Evenings.
- ❑ Educational visits organisation.
- ❑ The role of Governors, Trustees, Members and the CEO.
- ❑ Professional development programme.
- ❑ Target setting, monitoring and evaluation.

6. Support/Ancillary Staff

6.1 All staff should be briefed by their line manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role.

6.2 All staff should also be introduced to relevant senior staff.

6.3 The induction programme should include:

- ❑ Child Protection and Safeguarding;
- ❑ Briefing by the line manager;
   Information relating to School and Bronte Academy Trust.
- ❑ Induction on key HR and H&S policies;
- ❑ Roles and responsibilities;
- ❑ A guide through the Staff Handbook;
- ❑ Line management procedures;
- ❑ Communication sources (eg. email, briefings, meetings, school calendar);
- ❑ CPD opportunities/performance management process.

7. All Staff

7.1 Hours of work and holiday entitlements will be specified in staff job descriptions.

8.2 Lunch Break - If staff are entitled to a lunch break, this should be taken at a time negotiated with line managers.

8.3 Staff Handbook

A comprehensive Staff Handbook is made available to all staff in school and updated annually.

8.4 Sickness Reporting

In the event of sickness absence, on the first day of absence all staff are expected to follow the procedure outlined in the Staff Handbook. All staff returning after an absence will have the opportunity to meet with their line manager for a return to work interview.

9. Health and Safety

The school is responsible for staff members' health and safety at all times during employed hours. However, it is the employee's responsibility to work with due care and attention for themselves, their colleagues, students and any visitors to the school, to ensure that health and procedures are followed correctly.

10.   **Emergency Evacuation**

The emergency evacuation procedures are displayed in all rooms and will be fully explained at induction by line managers.

11.   **ICT**

If staff duties involve using a computer, the ICT Technician will set up a laptop/workstation and allocate a username, password and email address. All staff are required to ensure that they comply with the Data Protection Act.

12.   **Associated Policies**

This policy should be read in conjunction with:

❑   Leave of Absence Policy
❑   ICT Acceptable Use Policy
❑   Health and Safety Policy
❑   Critical Incident Management Policy
❑   Anti-Bullying and Harassment Policy
❑   Social Media Policy
❑   Child Protection and Safeguarding Policy

This policy will be reviewed every two years or earlier if deemed necessary.

To be reviewed September 2026

J Mercer. June 24   Chair of Governors

Appendix 1

New Staff Induction Checklist

Prior to starting your induction period you will be given a tour of the school.

Please can you make sure you have made yourself aware of the following documents	Date when completed
Staff handbook which includes: • Plan of the school and location of resources • School routines, including lunch-time • Systems for planning • Safety and fire procedures • Invacuation procedure • Assessment timetable • Staffing List/Responsibilities	
School policies on website to read through: • Positive Behaviour • Health and Safety • Assessment • Marking and Feedback • Anti-bullying • Homework • SEN • Teaching and Learning • Equal Opportunities There are other policies on the school website which may be useful for you to read.	
Ensure you have read the Child Protection Policy and understand the School's Safeguarding procedures.	
Attend new staff Safeguarding training with the DSL/Deputy DSL.	
Read the School's Acceptable Use and Social Media policies.	
Understand Whole-School Evacuation Procedures.	
Check your job description.	
Obtain assessment records for the class you will be working with.	
Review SEN records for the class you will be working with.	
Please can you make sure you have made yourself aware of the following documents or information within your first three weeks.	

Meet with the English and Maths Leaders and discuss expectations.	
Check procedures for school visits, including risk assessments	
Please can you make sure you have made yourself aware of the following documents or information within your first half term.	
Your responsibility as a subject leader (if applicable)	
The School's Performance Management Cycle and Lesson Observation procedures	
Practice for reporting to parents, including Parents' Evenings	
The holiday lists on the School website.	
Forthcoming school events, including class assemblies/concerts	
Governing Body/BAT Governance (the BAT Scheme of Delegation)	
The current School Development Plan	