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**Staff Induction Policy**

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| School Staff were consulted on this document and it was accepted by the Standards & Performance committee on : | **October 2017** |
| It was ratified by the Governing Body on : |  **December 2017** |

Purpose

Shenfield High School recognises the importance of providing timely and effective induction for all new staff to ensure effective integration into the academy.

The aims of induction include:

* Develop an understanding of policies and practices within the academy
* Become familiar with key members of staff related to staff members role
* Familiarity with working environment
* Understanding the duties and activities of the role
* Integration into the staffing body

Scope

The New Staff Induction Lead, DJ Barron, is a member of the Senior Leadership Team. Christine Watson is lead for Support Staff Induction. New Staff induction is an extra layer of support that sits parallel but does not replace the existing formalised line management structures. Induction support will begin with acceptance of contract and last throughout the first year in post. This policy links with existing policies and documentation within the academy, including:

* Code of conduct
* CPD policy
* Concise staff guide

Review

This policy will be reviewed every 2 years.

Impact

The impact of induction methodologies will be assessed via staff voice. Based on feedback alterations to the induction plan will be made.

Appendix A – New staff induction flow chart

Induction of new staff

|  |  |  |  |
| --- | --- | --- | --- |
| **Key action** | **People involved** | **Has it been completed** | **review** |
| On appointment name and contact details shared to induction lead or introduced to induction lead | Interviewer/Karen Whordley |  |  |
| On appointment documents given to staff:* Concise staff guide
* Keeping Children safe in education
* safeguarding policy
* code of conduct
* Pink cards
* Current SIP headlines
 | Karen WhordleyInduction Lead |  |  |
| Induction lead send initial “looking forward to meeting you” email invite/organise induction day | Induction lead |  |  |
| Summer Induction session for September starters | Induction lead in conjunction with trainee teacher lead |  |  |
| On induction day:* Staff photo
* Tour of school
* Register for cashless catering
* SIMs and Go4Schools log-ins processed
* Meet with line manager/Team leader
 | Tracy BoardMelina HayersDave FerransInduction Lead |  |  |
| First day meet and tour school | Induction lead |  |  |
| First day/week meet and greet key people | SLTSafeguardingPastoralSupport (IT/Site) |  |  |
| Go4Schools support and initial training(repeat at key times e.g. reports) | Induction lead |  |  |
| Policy run through* General policies and documents
* Check departmental polices given
* Check departmental ‘buddy’ in place
 | Induction lead |  |  |
| Regular check-ins* End first day
* End first week
* ½ termly
* Prior to event for expectations (parents evening, open evening etc.)
 | Induction lead in conjunction with department buddy/mentor |  |  |

Appendix B – Support staff induction booklet



**WELCOME TO**

**SHENFIELD HIGH SCHOOL**

**SUPPORT STAFF TEAM**

![MCBD10691_0000[1]]()

This guide is designed to assist you in settling into your new post in the Support Staff team at Shenfield High School. It won’t answer every question or query you may have but will point you in the direction of the right people.

**Legal important requirements**

|  |  |
| --- | --- |
| **Contracts** |  |
| Do you have a contract and further particulars of employment issued from the Karen Whordley – HR Manager? |  |
| Have you read it? |  |
| Do you understand it?  |  |
| Have you signed a copy and returned it? |  |
| Are you clear on your working hours in term time and during the holidays? |  |
| Are you aware of the six month probationary period? |  |

If there are any aspects of your contract/hours or pay of which you are not sure, please see

Karen Whordley - ext 410 - who can explain all the details.

**Introduction to the School**

As a new starter you should receive:

* A tour of the school with map
* Introduction to key people including your Line Manager
* Day to day procedures-

Hours of working/lesson times/week A/week B/break time/lunch break/refectory hours/menu/prices/tea breaks

**Lesson times**

|  |  |
| --- | --- |
|  8.35am | Entry to Building |
|  8.40am | Registration |
|  9.00 -10.00am | Period 1 |
| 10.00 -11.00am | Period 2 |
| 11.00 -11.20am | Break |
| 11.20 - 12.20pm | Lesson 3 |
| 12.20 - 1.20pm | Lesson 4 |
| 1.20 – 2.00pm | Lunch |
| 2.00 – 3.00pm | Lesson 5 |

Personnel Information

* Signing in and out procedure
* Probationary period monitoring procedure
* Appraisal procedure will be launched shortly
* Absence procedure (see back page)
* Holiday working procedures
* Confidentiality - data protection / contact with parents especially if they no longer live together
* Dress Code
* Pay Day – 26th of month (except Dec and where the normal pay day falls on a bank holiday or at weekends, pay day will be brought forward to the preceding business working day)

Safety/Security

* Fire Drill procedure – fire exits/assembly point/Year Group support
* Security – locking windows / office / no sharing of passwords etc.
* Severe weather procedures – who to contact if school is shut because of snow – who will contact you
* Child disclosing information - never say that you will **not** pass on information.

General

* School calendar on Outlook

In outlook on the calendars page, you need to click the ‘Open Calendar’ option. You then need to select ‘From Address Book’ option and search for ‘Whole School Calendar’. This will always open the current version and once added to the users calendar list, will open every time.

* Use of telephone – change voice mail message
* Monday Staff Briefing notices can be found on

w drive\1whole School\General\Staff Briefings

* Have you completed a vehicle registration form? If you block someone in please leave your name and contactable extension number on your dashboard

IT and Training

* Log on details – password and user name - and who to contact in case of IT problems
* Training appropriate to your post
* Basic Sims software training (if required)
* Details of training courses available for the academic year

You will need to:

* Have your photo taken – see Tracy Board (Repro) ext 238
* Register for the cashless catering system – see Melina Hayers (Student Services)
* Attend health and safety training – Karen Whordley
* Read the Health & Safety policy on w drive\1Whole School\Administration Documents\Adopted Policies
* Attend Child Protection Training session – Susan Lilley
* Read the Staff Guide - full of very useful procedures and information relating to the whole school
* Have training in Learning Resources on how to use the copiers etc.

**Not sure who to contact for help?**

Contact Christine Watson (296) – I will endeavour to answer your queries or give you the name of someone who can.

**Absence Reporting Procedure**

Please ensure you follow the correct procedure for reporting their absence to ensure that the daily operations of the School remain at their best.  The procedure is as follows:

Support staff should telephone the HR Officer on 01277 245480 no later than 8am on the first day of the absence and explain their reason for absence. Contact should be made by telephone unless there are particular reasons why this is not possible.

Further contact must be made on subsequent days. Regular contact must be maintained to inform about progress and likely duration of absence.

Certification for the first seven calendar days (to include a weekend) is usually by self-certification, but must, from the eighth calendar day, be by medical certificate.

**What do I do if I have a medical appointment?**

We ask that staff should make reasonable attempts to keep such appointments to times other than their normal working hours, where this is possible.

If this is not possible, please fill in a **“Request for Leave of Absence”** form (obtainable from the mail-room or the HR office) and return to the HR Officer.