

# All Saints Inter-Church Academy

## Staff Induction Policy

January 2026

## Introduction

This policy applies to all employees. The Induction Programme will include all appropriate information. Safeguarding Children and Child Protection will feature prominently in The Induction Programme.

The first weeks and months are vital to the success of any new appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contributions to the school. The Induction Programme is designed to help new employees become familiar with the requirements of their position. It also enables them to learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The Induction Programme will:

- Provide information and training on the school's policies and procedures
- Provide Child Protection training and assess its effectiveness
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff, new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

The Induction Programme will include:

- An induction checklist of the policies, procedures and training to be covered
- An induction timetable
- Details of help and support available
- Details of work shadowing and relevant CPD, if appropriate
- Details of relevant individuals with responsibility for induction e.g. members of SLT, the designated mentor or supervisor

## Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Induction Checklist
Appendix 4	Health and safety check list

## **Appendix 1 - Management and Organisation of Induction**

### **Responsibility for Induction**

- The Headteacher or a member of SLT is responsible for the overall management and organisation of the induction of new employees, supply teachers, agency staff and volunteers.
- The Chair of Governors is responsible for the overall management and organisation of induction of Governors.
- The person responsible for induction should:
  - Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed
  - Ensure that immediate needs are identified before taking up the position where possible, with risk assessments put in place if needed
  - Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
  - Introduce key personnel
  - Ensure that an Induction Programme is provided and delivered

### **Appendix 2 - The Induction Programme**

The person responsible for the induction should ensure that an Induction Programme is provided personally, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Child Protection & Safeguarding, Health and Safety, Prevent, FGM, Online-Safety, GDPR, Code of Conduct, Fire Safety, Keeping Children Safe in Education.
- A training / CPD timetable
- A checklist of the policies and procedures to be understood, which can be found on school website
- Details of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

Induction should be tailored to specific individuals. The areas that should be considered for staff are set out below in appendix 3 and 4. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

### **Supply Teachers and Agency Staff**

As part of our induction policy for long-term agency teachers, it is essential that you are fully integrated into the school community and uphold the same professional standards and responsibilities as permanent staff. You will be expected to attend all relevant training sessions, including safeguarding and continuing professional development (CPD) opportunities, contribute to departmental meetings and uphold the school's policies and procedures. In addition, you must ensure that all lesson planning is thorough and aligned with the curriculum, that children reports and assessments are completed accurately and on time and that behaviour management practices reflect the school's expectations. You are also required to participate in parents' evenings, undertake additional duties such as supervision or cover and contribute positively to the pastoral care and wider life of the school. Long-term agency teachers are expected to follow the SEND Code of Practice, ensuring that the needs of all learners are planned for effectively. This includes implementing and reviewing Individual Education Plans (IEPs) and Education, Health and Care Plans (EHCPs) in line with school policy and

making appropriate adaptations to teaching and resources to support all pupils. To ensure continuity and the best outcomes for our children, we also ask that you avoid booking time off during the academic year wherever possible, unless in cases of emergency or with prior agreement.

For agency staff working in other key roles within the school, such as teaching assistants, office staff, midday supervisors, premises managers and kitchen staff, it is equally important that you fulfil all duties associated with your position to the same standard expected of permanent staff. Your contribution plays a vital role in the smooth operation of the school and the wellbeing and development of our pupils. Whether supporting learning in the classroom, maintaining a safe and clean environment, managing school administration or ensuring pupils are cared for during lunch and break times, your role is essential to creating a positive and effective school environment. If you are engaged on a long-term basis, we ask that you avoid booking time off during the academic year wherever possible, except in cases of emergency or with prior agreement. This consistency helps maintain routines and high standards across the school, supporting a stable, high-quality experience for our children.

### Appendix 3 - General Induction Checklist

Name:

Start Date:

Name of Senior Colleague/Mentor:

Induction Element	Tick on completion	Notes
<b>Day One</b>		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
ICT and Resources familiarisation		
Health and Safety (complete checklist)		

	Tick on completion	Notes
<b>During First 3 Weeks</b>		
Meet with Induction Co-ordinator to review progress and agree training and development needs		
Identify development/support needs and agree means of meeting		

Policies and Procedures	Tick on Completion	Notes
Policy and procedures relating to Safeguarding Children and Child Protection. This will include the school's Safeguarding Policy and Part 1 of Keeping Children Safe in Education and whistleblowing		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence		
Policy and procedures relating to Leave of absence		

Accident and Hazard Reporting	Yes	N/A	Comments
Explain: - <ul style="list-style-type: none"> <li>• Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace</li> <li>•</li> </ul>	<input type="checkbox"/>		Medical tracker
<b>Asbestos Log</b>			
Explain:- <ul style="list-style-type: none"> <li>• Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised.</li> <li>• Location of any known asbestos</li> </ul>	<input type="checkbox"/>		In hazard file (front office)  Asbestos in the under cloaking, plant room and meter rooms
<b>COSHH</b>			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	<input type="checkbox"/>		SBM, file in SBM office and cleaning cupboard
<b>Communication &amp; Consultation on Health &amp; Safety</b>			
Explain:- Formal channels of communication within the school, e.g. staff meetings  Identify union appointed representative explain who they are and how they can be contacted	<input type="checkbox"/>		
<b>Display Screen Equipment (DSE)</b>			
If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate	<input type="checkbox"/>		
<b>Fire &amp; Emergency Procedures</b>			
Explain:- <ul style="list-style-type: none"> <li>• Frequency of fire drills (termly)</li> <li>• How to raise the alarm in the event of an emergency</li> <li>• Evacuation procedure</li> </ul> Show:- <ul style="list-style-type: none"> <li>• Emergency exit routes, alarm call points</li> <li>• Location of extinguishers</li> <li>• Assembly point</li> </ul> If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?	<input type="checkbox"/>		Give copy of fire management plan
<b>First Aid Provision</b>			
Explain:- <ul style="list-style-type: none"> <li>• Names of First Aiders</li> </ul> Show:- <ul style="list-style-type: none"> <li>• Where to go for first aid assistance</li> <li>• Location of first aid boxes/equipment</li> <li>• Issue of 'Travelling First Aid Kits'</li> </ul>	<input type="checkbox"/>		All staff first aid trained  Kits kept in all classrooms and the sensory room
<b>Health and Safety Policy Statement</b>			
Provide new starter with copy of local H&S policy	<input type="checkbox"/>		



and summarise its contents, particularly:- <ul style="list-style-type: none"> <li>Responsibility of governing body, headteacher, managers</li> <li>Employers &amp; Employees Duties under health &amp; safety legislation</li> <li>Participation of employees</li> <li>Local arrangements section</li> </ul>			
<b>Housekeeping Arrangements &amp; Defect Reporting</b>			
Explain:- Principles of good housekeeping, particularly <b>Fire safety</b> <ul style="list-style-type: none"> <li>Storage of combustibles</li> <li>Signing in &amp; out system</li> <li>Keeping corridors &amp; exit routes clear of obstructions</li> </ul> <b>Electrical safety</b> <ul style="list-style-type: none"> <li>Regularly checking for obvious faults such as loose wires</li> <li>Not using obviously defective equipment</li> <li>How to identify an appliance that has been PAT tested</li> <li>Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager</li> </ul> <b>General workplace safety</b> <ul style="list-style-type: none"> <li>Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes</li> <li>Keeping workplace clean &amp; tidy as far as possible</li> <li>Procedure for reporting any building /maintenance defects and concerns relating to health &amp; safety.</li> </ul>	<input type="checkbox"/>		Location of log book for the site manager is in the front office
<b>Infection Control</b>			
Explain:- <ul style="list-style-type: none"> <li>Principles of good hygiene.</li> </ul>	<input type="checkbox"/>		
<b>Job Specific Training Needs</b>			
Discuss specific training needs with new starter to identify additional training or instruction s/he may need e.g.:- <ul style="list-style-type: none"> <li>Manual handling</li> <li>Use of specific machinery</li> <li>Specialised work activities</li> <li>Risk assessments</li> </ul>	<input type="checkbox"/>		
<b>Lone Working/Personal Safety</b>			
Explain school procedures for lone working Work involving significant risks (e.g. work at height) not to be undertaken whilst working alone.	<input type="checkbox"/>		Lone working means work carried out unaccompanied or without immediate access to assistance.
<b>Medicines</b>			
Explain:-	<input type="checkbox"/>		Staff had epi pen training Sept 2025

<ul style="list-style-type: none"> <li>School policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings'</li> </ul> <p>No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</p>			
<b>Offsite visits</b>			
<p><b>Explain: - School procedures and EVC's role.</b></p> <p>All Offsite Visit activities must be risk assessed using relevant procedures, these assessments are monitored and reviewed by the Headteacher.</p>	<input type="checkbox"/>		
<b>Risk Assessments</b>			
<p>Explain and/or show as appropriate:</p> <ul style="list-style-type: none"> <li>Principles and location of school risk assessments</li> <li>Site/premises hazards</li> <li>Procedures for safe systems of work</li> <li>Lone working – reporting/buddy systems</li> <li>New &amp; expectant mothers risk assessment (if applicable)</li> <li>Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others</li> </ul>	<input type="checkbox"/>		Risk assessment file in SBM office
<b>Wellbeing</b>			
<p>Explain systems in place within school for responding to individual concerns.</p>	<input type="checkbox"/>		
<b>Work at Height</b>			
<p>Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.</p>	<input type="checkbox"/>		

<p><b>I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.</b></p>	
<b>Name of Employee:</b>	
<b>Job Title:</b>	
<b>Employees Signature:</b>	
<b>Managers Name:</b>	
<b>Position:</b>	
<b>Managers Signature:</b>	
<p><b>Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.</b></p>	