Wincanton Primary School

Induction Policy

Approved by the Governing Body

Signed:

Date: July 2025

Proposed Date of Future Review: July 2027

Wincanton Primary School

Induction Policy

Introduction

This policy applies to all employees and also, as appropriate, to volunteers and governors who will all receive a tailored induction programme which will include appropriate information, training, observation and mentoring. Safeguarding Children, Child Protection, Prevent and GDPR training will feature prominently in every induction programme.

The first weeks and months are vital to the success of any 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 contribution to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and 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 process will:

- Provide information and training on the school's **policies and procedures.**
- Provide **Child Protection, My Concern and Prevent** training and assess its effectiveness.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community.
- Contribute to the colleague's sense of job satisfaction and personal achievement.
- Explain the schools **Code of Conduct** to ensure that all staff, volunteers and governors 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.
- Details of help and support available, mentoring and shadowing if appropriate.
- Familiarisation of the working environment, areas and resources around the school.

Responsibilities

The Headteacher is responsible for the overall management and organisation of induction including Early Career Teachers (ECT) induction across the whole school.

Line Manager/Team Leaders are responsible for ensuring the induction takes place, this included ensuring that new employees:

- Have an induction programme arranged.
- Are provided with the induction pack and checklist.
- Receive appropriate information as required in their checklist.
- Are provided with an understanding of the structure of the school and reporting arrangements.
- Know how to access relevant policies and procedures.
- Be assigned a mentor.

The individual has responsibility, alongside line managers, to ensure all items are covered. This means the individual has to monitor their checklist and raise any gaps with their line manager.

School Induction Programme for experienced teaching staff

- All new staff will be invited to visit the school before they take up post.

- All new staff will be provided with copies of the school's staff handbook and directed to the website to view relevant policies and are expected to develop their understanding of them.

- All new staff will meet with the Headteacher within their first week in post.

- An induction programme will be provided for new staff and their attendance is expected. This will include training on Child Protection, Safeguarding and Prevent procedures. Team Leaders/Mentors will liaise with new staff regarding the induction programme and timetable.

- All new staff will have a review of their induction after one month and six months with their team leader.

- All new teaching staff will be provided with an explanation of the school's performance management arrangements (see the school' Performance Management Policy) within which they will be expected to participate.

- All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for learning for all school members, pupils and staff.

School Induction Programme for support staff

- All new support staff will have a line-manager/mentor who will discuss their job description with them.
- All new staff will be invited to visit the school before they take up post.
- An induction programme will be designed for each new member of support staff. This will include training on Child Protection, Safeguarding and Prevent procedures.
- Following the induction period all support staff will enter the appraisal programme for the school.
- New support staff will be expected to network with other staff within the school for support.

School Induction Programme for Early Career Teachers

- The induction programme for staff new to teaching is designed to induct them into the profession and into the school.
- The induction programme at the school consists of support, monitoring and assessments elements and ECTs are expected to engage in the online induction programme provided by Five Counties/Ambition Institute.
- All ECT teachers are allocated an Induction Mentor.
- All ECT teachers are invited to visit the school before they take up post. This is usually a paid period of up to five days.
- All ECT teachers are provided with copies of the school's staff handbook and are expected to develop their understanding of them as well as accessing relevant policies on the school website.
- All ECT teachers will meet the Headteacher within their first week in post.
- ECTs will receive feedback on their strengths and areas for development.
- Induction Mentors are responsible for the day-to-day management of their ECT's induction and will meet with their ECT regularly. The Induction Mentor review progress, sets targets and identifies support strategies with the ECT.

- All Early Career Teachers are observed teaching during their statutory induction period and this is undertaken by the Induction Mentor, a senior member of staff or an experienced teacher, as appropriate.

- Three formal assessments will be undertaken during the ECT induction period. These will be documented on forms that are sent to the LA and must be signed by the ECT, Induction Mentor and Headteacher.

- Each ECT has 10% professional development time during their statutory induction period. This is in addition to the teaching and professional development time that other substantive teachers would expect in the school.

- Each ECT has a planned programme to ensure 10% professional development is used to the maximum effect.

- ECTs use the Career Entry and Development profile as a basis of planning the initial stages of their induction.

- Each ECT develops, with their Induction Mentor, their own induction and support plan.

- Each ECT is expected to maintain a professional record of their induction and professional development and start to construct a professional development portfolio.

- The Induction Mentor and school maintains a documented record of the ECT's induction, including plans, notes of meetings, records of monitoring and assessment activities including classroom observations and professional development activities undertaken.

- Early Career Teachers who are not meeting the induction standards or making satisfactory progress towards them will develop, with the Induction Mentor, a detailed action plan. The school will increase the support necessary to implement the action plan within the available resources within the school.

Appendices

Appendix 1 – Induction Check List

Appendix 1

Name …… Date ……

	Date task completed	Task completed and signed	Comments
TOUR OF THE SITE			
Layout of the school			
Car Park			
Entrances/Exits			
Signing in and out			
Resources			
Photocopiers/Laminators			
Computer System			
EVERYDAY ROUTINES AND EXPECTATIONS			
Introduction to Staff			
School Ethos			
Confidentiality			
Hours of working			
Staff Handbook			
Absence Procedure			
Class Lists and information			
Timetables			
Planning/topic information/schemes of work			
Playground expectations			
Lunchtimes			
Displays			
Staff refreshment arrangements			
SCHOOL POLICIES AND PROCEDURES			
Assessment, Recording & Reporting (including Marking) Policy			
Behaviour Policy			
Child Protection & Safeguarding Policies			
Curriculum Policies			
Calculation Policy			
Educational Visits			
E-Safety and Acceptable Use Policy			
Equality and Diversity Policy			
Inclusion Policy			

	Date task completed	Task completed and signed	Comments
Intimate Care Policy			
School Development Plan			
Staff Code of Conduct			
Supporting pupils with medical needs			
SEN Policy			
Where to find other key policies			
Next of kin details			
Pecuniary interest - office			
SAFEGUARDING AND HEALTH & SAFETY			
September Safeguarding/H&S Training			
Prevent Extremism & Radicalisation			
E-Safety Training			
GDPR Training			
My Concern log on and training			
Accidents/Near Misses			
First Aid Procedures			
Health & Safety (including fire and emergency procedures)			
Risk Assessments			

Review meeting (to be held 1 month after start date)			
Progress/issues to date/questions			
Behaviour Policy			
Marking Policy			
Calculation Policy			
First Aid			
Reminder of safeguarding procedures			
Performance Management			
Additional Comments:			