



THE HAWKSWOOD GROUP

2018-19

Staff Induction Policy



Approved by the Management Committee of Hawkswood Group

Chair of Management Committee: Mark Morral

Date approved	June '17	Management Committee
Amendments agreed	To be agreed December 2018	Management Committee
Reviewed	Annually	Management Committee

The Hawkswood Group

Executive Head Teacher: Catherine Davies

The Hawkswood Centre | Antlers Hill, Chingford E4 7RT

Associate Headteachers:

Burnside PRU: Bridget Solecka

Hawkswood Therapeutic PRU: Linda McCaffrey

Hawkswood Primary PRU: Marie Gentles

Forest Pathway College: Carolyn Crampin

Alternative Provisions: Gabrielle Grodentz



The Hawkswood Group Staff Induction Policy

Introduction

The Hawkswood Group staff induction programme aims to provide new members of staff with appropriate information, training, observation, and mentoring. Safeguarding and Child Protection 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. Our induction programme should enable new staff 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 Hawkswood Group Staff Induction Policy applies to all employees and also, as appropriate, to volunteers agency staff and Governors.

The induction process will:

- ❖ Provide information and training on the school's policies and procedures
- ❖ Provide Safeguarding and Child Protection 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 school's 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
- ❖ An induction timetable
- ❖ Details of help and support available
- ❖ Details of work shadowing, if appropriate
- ❖ A diary of induction meetings
- ❖ Details of other relevant individuals with responsibility for induction e.g. the Designated Safeguarding Leads and Line Management

Appendices

Appendix 1 Induction Checklist

Appendix 2: Evaluation and Feedback



Management and Organisation of Induction

Responsibility for Induction

- ❖ The Line Manager of the new member of staff is responsible for the overall management and organisation of induction of new employee, supply teachers, agency staff and volunteers
- ❖ The Executive Headteacher is responsible for the overall management and organisation of induction of Governors
- ❖ The Safeguarding and Inclusion Lead for the Hawkswood Group is responsible for overall management and organisation of Safeguarding Induction for all new staff

The person responsible for induction should

- ❖ Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed and that immediate needs are identified **before** taking up the position where possible
- ❖ Provide a tour of the school and Health and Safety information about facilities, answering questions and giving practical advice
- ❖ Introduce key colleagues and Designated Safeguarding Leads
- ❖ Ensure that an Induction Programme is provided, delivered and evaluated

The Induction Programme

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

- ❖ A statement of training needs, in particular Child Protection and Health and Safety
- ❖ A training timetable
- ❖ A checklist of the policies and procedures to be understood
- ❖ Details of help and support available
- ❖ A diary of meetings
- ❖ Details of other relevant individuals with responsibility for induction e.g. the Designated Safeguarding Leads and Safeguarding and Inclusion Lead

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. 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.

All new staff including volunteers and supply staff should be given appropriate induction advice, training and resources by their Line Manager. This should include:

- ❖ Staff Induction Checklist (to be completed)
- ❖ Induction Pack
- ❖ Safeguarding and Child Protection Policy and Part 1 of Keeping Children Safe in Education
- ❖ Safeguarding Toolkit
- ❖ Code of Conduct Policy
- ❖ Whistleblowing Policy
- ❖ Behaviour For Learning policy
- ❖ Health and safety arrangements



- ❖ Fire and emergency procedures

In addition to the above, job specific inductions will include:

Supply Teachers and Agency Staff

- ❖ Relevant information on curriculum, timetables and necessary pupil information

Teaching Staff including Teaching assistants

- ❖ Policy documents, including School Improvement Plan
- ❖ Relevant information on curriculum, timetables and necessary pupil information
- ❖ Year group schemes of work
- ❖ Assessment advice, recording, reporting, resources and procedures
- ❖ Class lists
- ❖ Information on whole school and year group resources, including ICT
- ❖ Timetables
- ❖ Staff list – roles and responsibilities

Administrative Staff

- ❖ School administrative systems and procedures
- ❖ Specific job related training such as finance, for recruitment selection administration etc.

Midday and Cover supervisors

- ❖ Specific job related training such as behaviour management

Volunteers

- ❖ Specific job related training

Cleaning Staff and Site Supervisors

All new staff should be given appropriate induction advice, training and resources by the Site Supervisors. This should include:

- ❖ Specific job related training such as manual handling, use of ladders or kitchen safety Health and safety

Governors

All new Governors should be given appropriate induction advice, training and resources by the Clerk to Governors/Headteacher. This may include:

- ❖ Safeguarding and Child Protection Policy and Part 2 of Keeping Children Safe in Education
- ❖ Current relevant school information, policy documents and School Improvement Plan data.
- ❖ School brochure including staffing, Ofsted and school performance data
- ❖ DfE information on the role of governor
- ❖ Dates and times of whole governing body and subcommittee meetings
- ❖ Access and information of previous governing body minutes
- ❖ Information and access to governor training courses.



Appendix 1: General Induction Checklist

To be completed upon induction of new member of staff

Induction Element	Tick on Completion
<ul style="list-style-type: none"> ➤ Arrival: <ul style="list-style-type: none"> ❖ Staff must produce Photo ID at reception - Office Manager must keep photocopy of ID in file ❖ Receive ID card or Visitor Badge on Lanyard ❖ Read Safeguarding Leaflet ❖ Introduction to Line Manager ❖ Tour of school ❖ Timetable, Staff break times & Hours of Work ❖ Brief on Use of Personal Mobiles 	
<ul style="list-style-type: none"> ➤ Health and Safety <ul style="list-style-type: none"> ❖ Introduction to safeguarding procedures at the site they are working ❖ Fire procedures ❖ First Aider information 	
<ul style="list-style-type: none"> ➤ Policies and Procedure: <ul style="list-style-type: none"> ❖ Safeguarding and Child Protection Policy ❖ Staff Code of Conduct Policy ❖ Whistleblowing Policy ❖ E-Safety Policy ❖ Behaviour For Learning Policy ❖ Safeguarding Toolkit ❖ Keeping Children Safe in Education guidance 2018 	
<ul style="list-style-type: none"> ➤ Documents to sign: <ul style="list-style-type: none"> ❖ ICT Acceptable User Agreement ❖ Annual Safeguarding Declaration (including KCSIE 2018) ❖ Safeguarding Toolkit 	
<ul style="list-style-type: none"> ➤ Safeguarding Training: <ul style="list-style-type: none"> ❖ Online Safeguard Level 1 training using Safeguard Software ❖ Other training may be identified as required for the role (e.g. Positive Handling) 	
<ul style="list-style-type: none"> ➤ Induction timetable: <ul style="list-style-type: none"> ❖ Agree Induction Programme for First Week ❖ Review progress after First Week with Line Manager – agree training and development needs ❖ Opportunity to provide feedback on Induction Programme after First Week 	

Provision: _____

SLT / Line Manager giving Induction: _____

Staff member Receiving Induction: _____

Received and checked by (HWG SLT): _____

Date Induction Complete: _____

School stamp



Appendix 2: Evaluation and Feedback

This information has been written to help new members of staff settle into school as quickly and comfortably as possible. We hope you have found it useful, accessible and informative.

We believe it contains the majority of basic day to day information you will need whilst giving an overview of procedures and routines to be followed in the school. There may be some things that we have missed out.

It would be useful to have your input and response to this information. Therefore, as you use it, please note below any comments or omissions which would enable us to improve the quality of this important information.

What seems to be working well?

What could be improved?

Do you have any specific recommendations for improvement?

Signed: