



DANES HILL SCHOOL  
STRONG & SAGACIOUS

DATE: 20<sup>TH</sup> SEPTEMBER 2021

REVIEW DATE: 1<sup>ST</sup> SEPTEMBER 2022

AUTHOR: HEAD OF STAFF DEVELOPMENT

## NEW STAFF INDUCTION POLICY



## New Staff Induction Programme

The induction of new staff is vital to the ethos of the school.

### AIMS:

- To introduce new staff to the school and school working practices.
- To familiarise the new staff with the physical layout and resources within the school.
- To provide the new staff with information pertinent to their role within the school.
- To provide a supportive and welcoming environment for new staff members.

### ORIENTATION VISIT

Once appointed, all new members of staff are contacted by the Head of Staff Development and invited to visit the school during the term prior to appointment. The new member of staff will be greeted on site by the Head and/or Deputy Head of Staff Development and welcomed to eat lunch with the school staff. The visit provides an opportunity for orientation and introducing new members of staff to future departmental colleagues and senior leaders as appropriate. An existing member of staff will be appointed to each new member of staff as Peer Support, who will meet the new member of staff and share contact information during the visit. The new member of staff will also be directed to the full staff handbook, whereby all policies must be read by appointment commencing.

### NEW STAFF INDUCTION

New Staff Induction takes place during INSET. The Head and Deputy Head of Staff Development will facilitate the induction of new staff, including essential information and staff code of conduct. Health and safety, safeguarding and school IT systems training will be provided in conjunction with the appropriate officers.

### SAFEGUARDING STATEMENT 2021: "It could happen here"

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation. Safeguarding training will be provided to new staff at point of induction, and will continue to be delivered on a termly basis to the whole staff cohort.

### EXAMPLE OF NEW STAFF INDUCTION PROGRAMME

DATE	EVENT	PURPOSE	STAFF INVOLVED
Term prior to appointment	Orientation Visit	<ul style="list-style-type: none"><li>• Introduction to staff body as appropriate</li><li>• Peer Support and contact</li><li>• Site tour</li></ul>	<ul style="list-style-type: none"><li>• SMT as appropriate</li><li>• Head and Deputy of Staff Development</li><li>• Peer Support</li></ul>
INSET	New Staff Induction	<ul style="list-style-type: none"><li>• Safeguarding</li><li>• Health and Safety</li><li>• Staff code of conduct</li></ul>	<ul style="list-style-type: none"><li>• Designated Safeguarding Lead</li><li>• Health and Safety Officer</li></ul>

		<ul style="list-style-type: none"> <li>• School trips and risk assessment</li> <li>• Confidentiality agreement</li> <li>• School IT systems</li> <li>• Sickness and cover arrangements</li> <li>• Timetable and duties</li> </ul>	<ul style="list-style-type: none"> <li>• Head and Deputy of Staff Development</li> <li>• IT system officer</li> </ul>
Week 1	Staff resources	<ul style="list-style-type: none"> <li>• Common room</li> <li>• Staff workroom</li> <li>• Reprographics</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Support</li> <li>• Reprographics officer</li> </ul>
	Finance and contract	<ul style="list-style-type: none"> <li>• Contract</li> <li>• Pay and pension</li> <li>• Claiming expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Bursar</li> <li>• Accounts manager</li> </ul>
	School IT systems	<ul style="list-style-type: none"> <li>• Locating individual pupil information, accessing timetables, assessment data and running reports.</li> <li>• Accessing email and document sharing</li> </ul>	<ul style="list-style-type: none"> <li>• School IT system officer</li> <li>• Head of ICT (Academic)</li> <li>• Peer Support</li> </ul>
First Half Term	Assessment, recording and reporting	<ul style="list-style-type: none"> <li>• Reporting and reward systems</li> <li>• Baseline data and assessment platforms</li> <li>• Data cards and full reports</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Head Academic</li> <li>• Head of Assessment</li> <li>• Head of Department</li> <li>• Peer Support</li> </ul>
	Pastoral structure	<ul style="list-style-type: none"> <li>• Staff contact list</li> <li>• Pastoral structure and rooming</li> <li>• Expectations of pastoral roles</li> <li>• Behaviour management</li> <li>• Disciplinary procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Head Pastoral</li> <li>• Head of Year</li> <li>• Peer Support</li> </ul>
Termly	Learning Support Centre	<ul style="list-style-type: none"> <li>• Procedures for learning support</li> <li>• Gifted and Talented programme</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Learning Support</li> <li>• SENCo</li> </ul>

			<ul style="list-style-type: none"> <li>• Gifted and Talented Coordinator</li> </ul>
	Performance Management and Professional Development	<ul style="list-style-type: none"> <li>• Performance Management cycle</li> <li>• Continuing Professional Development programme</li> <li>• Teaching, pastoral and managerial review</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Performance Management</li> <li>• Head of CPD</li> <li>• Head of Department</li> <li>• Head of Year</li> </ul>
	Departmental Management	<ul style="list-style-type: none"> <li>• Annual processes and deadlines</li> <li>• Schemes of work and lesson plans</li> <li>• Departmental targets and training</li> <li>• School and departmental development plans</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department</li> <li>• Departmental colleagues</li> <li>• Peer Support</li> </ul>
	Staff Event	<ul style="list-style-type: none"> <li>• Review of general assimilation and progress</li> </ul>	<ul style="list-style-type: none"> <li>• SMT as appropriate</li> <li>• Peer Support</li> <li>• Head and Deputy Head of Staff Development</li> <li>• Head of Department</li> <li>• Head of Year</li> </ul>