



## Induction Policy

<b>Approved by:</b>	<b>Dolly Goriawala</b>	<b>Date of approval: May 2019</b>
<b>Last reviewed on:</b>	May 2020	
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this policy is to ensure all employees and also, as appropriate, to volunteers agency staff and governors receive a tailored induction programme which will include appropriate information, training, observation and mentoring.

### **Consultation:**

This policy was written by all members of the SLT.

### **Monitoring and evaluation:**

The Heads of Primary, Secondary and the Foundation stage are responsible for ensuring the indication process is rigorous. They are responsible for ensuring staff, volunteers and governors receive all the information and guidance they need to provide the best outcomes for the students.

### **Introduction**

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, priorities aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

### **The schools induction process should:**

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable all staff, governors and volunteers to contribute to improving and developing the overall effectiveness of the school,
- Ensure all staff, governors and volunteers are committed to raising pupil achievement.
- 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

All staff, governors and volunteers should be given the specific training and support to understand the following:

- How the school operates
- The School Improvement Plan and how their role fits in with their respective team, and the school as a whole.
- Their objectives for the academic year.
- The school's commitment to safeguarding and the related policies and procedures.
- The Health and Safety obligations of all stakeholders
- What support is in place to achieve and continue to develop the levels of knowledge and standards of professional competence necessary to maintain and improve standards in schools.

### **Induction programme**

The Heads of Primary, Secondary and the Foundation stage are responsible for induction, they should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- statement of training needs
- 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 mentor or supervisor

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.

### **Teachers:**

Induction should include;

- Safeguarding and Child Protection policy
- Health and safety
- Fire and emergency procedures
- First aid Procedures
- Curriculum documents (Including schemes of work)
- Planning format (Mid-term teachers/parents and daily planning)
- Staff Handbook
- Communication (Parents, other staff members, pupils)
- Policy documents, including school development plan and curriculum action plans
- Assessment advice, recording, reporting, resources and procedures,
- Class lists and handover notes
- Information on whole school, year group data, class data, including POD and Emirati.
- Timetables

### **Teaching Assistants/Learning Support Assistants:**

Induction should include;

- Safeguarding and Child Protection policy
- Health and safety
- Fire and emergency procedures
- First aid procedure
- Staff Handbook
- Communication with parents, teacher and Inclusion Coordinator
- Policies
- Training relevant to child's specific needs
- Behaviour management training
- Effective Questioning inset
- Assessment procedures- recording & reporting
- Information on date for Pupils of Determination
- Timetable
- Bus policy and Procedure (if applicable)

### **Governors**

Induction may include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid

- Code of Conduct
- Current relevant school information
- Policy documents
- School brochure
- KHDA information on the role of governor
- Governing Body Policy documents
- Dates and times of whole governing body and subcommittee meetings
- Access and information of previous governing body minutes
- Latest governing body report to parent

### **Administrative Staff**

Induction may include

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job-related training such as finance, admissions, general administration etc.