Bishop Ian Ramsey Church of England Primary School

Induction Policy

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Statement of intent

Once a new employee has been appointed, Bishop Ian Ramsey C of E Primary School will ensure that that they are provided with an effective induction procedure. All governors, teaching, support and temporary staff will receive an induction training programme appropriate to the post being filled.

Through this policy, we aim to ensure that every new staff member:

- Is welcomed by the school and Academy Council.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information about the school and their role within it.
- Meets the headteacher, staff and pupils.
- Understands the role of the Academy Council.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is provided with a comprehensive induction pack.
- Is presented with the opportunity to ask questions.

1. Legal framework

This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- DfE (2026) 'Keeping children safe in education'
- DfE (2026) 'Induction for early career teachers (England)'

This policy operates in conjunction with the following school policies and documents:

- Staff Handbook
- Staff Attendance and Absence Policy
- Health and Safety Policy
- Equality Policy
- Social Media Policy
- Child Protection and Safeguarding Policy
- Child-on-child Abuse Policy
- Staff Code of Conduct
- Behaviour Policy

2. Roles and responsibilities

The Academy Council is responsible for:

- Ensuring that policies and procedures are in place in the school to facilitate the effective induction of new staff members.
- Ensuring that all staff undergo relevant training, particularly safeguarding and child protection training.
- Overseeing and coordinating the induction for a new headteacher.

The headteacher is responsible for:

- Overseeing staff inductions.
- The coordination of the induction programme for all categories of staff, including ECTs.
- Ensuring that an induction mentor and induction tutor are identified for each ECT.
- Ensuring that induction programmes for staff, other than ECTs who have a two-year statutory induction period, run for the first two terms of a new employee's appointment.
- Ensuring that all inductions include the receipt of a copy of part one of 'Keeping children safe in education', or Annex A where the staff member receiving induction will not work directly with children.
- Upon completion of the induction period, ensuring that an induction completion checklist is signed and dated by themselves and the new employee.

The staff member's line manager is responsible for:

- Helping the staff member to settle into their new role and the school.

- Briefing the staff member on their role during induction.
- Ensuring the staff member is supported throughout their induction, and being a point of contact for any queries or problems they may have.
- Ensuring the staff member is aware of relevant protocols and procedures, e.g. surrounding absence, leave and performance management.

3. Welcoming new staff

The school will send the incoming staff member useful information relevant to their job role prior to their start date, including:

- Information on the background of the school.
- The details of their job role, including the terms and conditions of their employment.
- Information about their start date, including arrival times, acceptable dress code and where and to whom to report upon arrival.
- Information about their induction, including how it is structured and by whom it will be overseen.
- A copy of the Staff Handbook.
- Any policies or procedures required to be read before their first day – this will be decided on a case-by-case basis depending on the staff member's job role.

Where a new staff member will require mentoring in their role, mentors will be assigned prior to the staff member's arrival and new staff members will be informed of the identity of their mentor in advance.

The first day

New staff members will always receive a tour of the school, complete with introductions to relevant staff, e.g. their line manager, upon their arrival.

Staff members will be informed of important health and safety measures throughout the school site, including where to find toilets, breaktime facilities and fire exits, and any precautions the staff member must take to protect themselves from harm.

New staff members will be made aware of the structure of their daily routine, e.g. where they should report to in the mornings and how they can 'clock on and off'. The staff member will also be provided with copies of policies relevant to their role, including the following documents:

- Child Protection and Safeguarding Policy
- Peer-on-peer Abuse Policy
- Behaviour Policy
- Staff Code of Conduct
- Disciplinary Policy and Procedure
- Health and Safety Policy
- Equality Policy
- Social Media Policy

4. Teaching staff

All teachers will be offered an induction visit to the school before taking up the appointment.

As soon as possible after their appointment, all teachers will be briefed by their line manager on issues relating to their appointment. This briefing will include detailed information relating to curriculum departmental policies, resources and procedures that relate to their team.

During a teacher's first year at the school, the following will be covered:

- Performance management
- Reports, report writing and parents' evenings
- Organising educational visits
- The role of Academy Councillors
- Professional development

As part of their induction, all teachers will have meetings with relevant senior staff covering areas including the following:

- A briefing by the headteacher
- An induction on key curriculum policies e.g. behaviour, teaching and learning, homework, assessments
- An induction on key HR and health and safety policies
- The identity and role of the DSL and any deputies
- Relevant information pertaining to SEND provision
- Roles and responsibilities
- The Staff Handbook
- Communication sources e.g. email, meetings, Office 365 etc
- Mental Health and Wellbeing

5. ECTs

ECTs will be required to serve a statutory induction period of two years, or six terms. ECT inductions will be delivered in line with the school's ECT Induction Policy.

Entitlement

Before an ECT takes up an appointment, the following will be made available:

- The opportunity to visit the school to meet the headteacher and other colleagues
- The school's prospectus and all policies and procedures
- The teaching timetable
- Curricular documentation and textbooks relating to teaching subjects
- Information about any school equipment and resources available
- An explanation of the SDP

Every ECT will be allocated an induction mentor, who is responsible for supporting and mentoring the ECT, and an induction tutor, who is responsible for giving guidance and conducting formal assessment.

During the first year, the school will provide:

- A formalised classroom observation schedule conducted by experienced colleagues.
- Observation of agreed lessons by a member of the SLT.
- Effective written and informal feedback following the observation.
- Visits to other schools.
- Opportunities to meet and have discussions with other ECTs and recently qualified colleagues.
- Opportunities for discussion.
- A reduced commitment to provide cover for absent colleagues.
- The opportunity to attend INSET days provided for ECTs.

Reports on progress

ECTs will be made aware of the criteria used for monitoring progress, in line with the induction standards defined by the DfE. The school gives ECTs regular and detailed progress updates, and ECTs will always be informed prior to any formal review where there are any concerns about their performance in enough time for them to act on this before the review.

When scheduling progress reviews, the following DfE expectations will be considered:

- When in the term the ECT started their induction – an ECT who starts halfway through term one is expected to have a progress review by halfway through term two.

- Whether, due to part-time working patterns, a progress review and formal assessment fall within a period of less than one term – in these cases, the ECT will only be required to do one formal assessment.

- Whether an ECT is absent at the point a progress review is scheduled – in these cases, the review will be rescheduled.

ECTs serving induction on a part-time basis are expected to have a progress review each term, regardless of their working pattern.

The role of the mentor for ECTs

All ECTs will have a designated induction mentor, and a designated induction tutor. Wherever possible, these will remain two distinct roles, occupied by two different individuals. Mentors and tutors will have QTS, and appropriate time and abilities to sufficiently support ECTs.

Induction mentors will:

- Meet regularly with the ECT for structured, one-to-one mentoring sessions, including effective and detailed feedback. Mentors will timetable these sessions during teaching hours – mentoring that takes place outside of teaching hours will only be permitted under exceptional circumstances.

- Work collaboratively with the ECT and their colleagues to help ensure the ECT receives a high-quality induction programme.
- Provide effective support, including phase or subject specific mentoring.
- Take action where the ECT is having difficulties for the period of statutory induction.

Induction tutors will:

- Provide guidance for the ECT's professional development.
- Carry out regular progress reviews.
- Undertake formal assessment meetings.
- Be open and transparent with the ECT regarding their performance, including giving detailed feedback in progress reviews and formal assessments.
- Ensure all monitoring and record keeping is done in a streamlined manner.

6. Support staff

Support staff will be offered an induction programme applicable to their specific role.

As soon as possible after their appointment, all staff will be briefed by their line manager on issues relating to their appointment. The briefing will include detailed information relating to departmental policies, resources and procedures that relate to the specific role.

The induction programme covers areas including:

- A briefing by the line manager.
- An introduction to relevant senior staff.
- Information relating to the relevant school department.
- An induction on key HR and health and safety policies (e.g. health and safety, fire safety, staff leave of absence, equal opportunities and dignity at work, ICT acceptable use, social media, staff code of conduct, behaviour).
- Child protection and safeguarding (including online safety).
- The identity and role of the DSL and any deputies.
- Roles and responsibilities.
- A guide through the staff handbook.
- Communication sources.
- CPD opportunities.
- The performance management process.

7. Safeguarding

The school will ensure that all staff members receive child protection and safeguarding training as part of their induction. As part of this training, staff members will be provided with:

- Copies of the relevant policies.
- A copy of part one of 'Keeping children safe in education'.
- The contact details of the DSL and any deputies.
- Information on:
    - The systems that support safeguarding in the school.

- The types of abuse, exploitation and neglect that can occur and how to spot indicators that a child is experiencing these.
- The local early help process and the role of staff in it.
- The process for handling safeguarding concerns.
- What to do if a pupil tells them that they, or another child, is being abused, exploited or neglected.
- Their confidentiality obligations.

Beyond induction training, staff members will receive any updates related to safeguarding through staff meetings and staff emails.

8. Key considerations for all staff

Hours of work

Hours of work will be specified in job descriptions and contracts of employment. Breaks, e.g. a morning break and lunch break, will be confirmed with the staff member's line manager.

Staff Code of Conduct

A comprehensive Staff Code of Conduct will be given to all staff on appointment – this includes a map of the school building and grounds.

Sickness reporting

New staff members will receive information as part of their induction about how, when, and to whom to report sickness absence, as well as an outline of their entitlement.

Staff will be expected to read and be aware of the school's Staff Attendance Management Policy.

Medical appointments

Staff members will be informed during induction of the school's policy regarding taking time off school for medical appointments or screening, including any restrictions on times of the day at which taking time off for appointments is appropriate, notice requirements, and whether any medical evidence, e.g. a doctor's note, is required.

Annual leave and leave for personal reasons

For each new member of staff, details of annual leave entitlement, including whether leave is permitted during term time, will be specified in contracts of employment. Information about leave of absence for personal reasons will also be provided to new staff members by their line manager.

Staff members will be expected to read and understand the Staff Leave of Absence Policy, and will be provided with a copy of this policy during induction.

Emergency evacuation

The emergency evacuation procedures are displayed in all rooms and will be fully explained by line managers during induction.

9. ICT

If an employee's duties involve using a computer, the ICT manager will set up their workstation and allocate them a username and password prior to induction. All staff are required to ensure that they comply with the UK GDPR and the Data Protection Act 2018.

Where staff members are using a school-owned device, the ICT manager will ensure that the device has sufficient storage, and has malware protection and appropriate firewalls installed prior to the staff member picking up the device.

Where remote work will be involved in the staff member's role, they will receive an induction on remote working as part of their wider induction process, and will be provided with a copy of the Remote Learning Policy where the new employee is a member of teaching staff.

10. Induction of new Academy Councillors

An induction programme for new Academy Councillors s is in place and a handbook is available through the DNDLT.

The induction process includes:

- A visit to the school including a guided tour.
- A meeting with the Chair to discuss committee structure, terms of reference, etc.
- The organisation of their first meeting.
- A skills audit assessment.
- Receiving a copy of part one of 'Keeping children safe in education'.
- Appropriate safeguarding and child protection training to enable strategic challenge to provide assurance the safeguarding policies and procedures in place at the school are effective.

11. Monitoring and review

This policy will be reviewed by the headteacher and the Academy Council on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is October 2027.

Whole-school induction checklist

Content	Notes	Tick if completed	Action to be taken
Welcome	• Welcome and introductions • Check that all employment checks have been completed, e.g. a relevant DBS form • Check that they have received their contract of employment, and job description and person specification, and that there are no issues or concerns • Explanation of method and date of first salary payment, increments or pay awards		
School background	• Give some information on school history and background (refer to general information pack that should have been sent out with the application form), including: - History of school - Number of pupils - Number of staff - Ethos - Copy of latest School Development Plan		
Structure	• Talk through the school's organisational structure and how their role fits into the overall picture		
Key contacts	• Give a list of key contacts		
Policies and procedures	• Give the individual a copy of key policies and procedures and draw particular attention to those related to health and safety, attendance, safeguarding children, pupil behaviour, staff code of conduct, online safety		

Content	Notes	Tick if completed	Action to be taken
Issue documentation/ equipment	• Documents and equipment: - Staff identity badge/lanyard - Staff handbook and relevant policies - Wellbeing signposting - Passwords for computer/O365//key systems/photocopiers		
Communication	• School communications: - Staff meetings - O365/email		
Expectations of staff	• Smart and tidy appearance • Attend staff meetings • Make self-aware and follow school procedures • Check emails daily • Read weekly sheet • Arrive on time • Share responsibility for pupil discipline • Report any problems/issues/concerns to line manager • Be willing to take on new responsibilities within own capacity and existing workload commitments • Collective responsibilities of all staff		
Facilities issue	• Explain about car parking arrangements • School opening times • Timings of school day • Fire alarm testing • Fire evacuation point • First aiders		

Content	Notes	Tick if completed	Action to be taken
Introductions	• Tour around the school • Introduce new member of staff to his/her colleagues • Assign and introduce new member of staff to his/her mentor • Arrange for the new member of staff to be introduced to the pupils during assembly • Give them your contact details, e.g. mobile phone • The identity and role of the DSL and any deputies		
Questions and answers	• Review information presented to individual and check their understanding		
Induction completed by **Date**	…… ……	…… Signature	