



# Induction Policy

February 2025

'...these three remain: faith, hope & love; and the greatest of these is love.' 1 Cor 13:13

Rooted in faith, family & friendship.  
Growing in hope & aspiration.  
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness

## 1. Aims

Comprehensive and effective induction processes will:

- Help our new staff understand and buy into our school's culture and objectives
- Support us in improving staff retention

## 2. Responsibility for Induction

The Headteacher is responsible for the initial induction meeting with all new staff. Additional further responsibilities are outlined in our Induction Checklist (see Appendix).

## 3. Preparation

### 1. Pre-start Date

The Business Manager will arrange to set up IT accounts, internet access and take care of any other administrative tasks before the new member of staff begins working at our school. They will be given a lanyard with key fob access. They will also be sent an induction pack which includes details such as dress code and our behaviour policy.

### 2. Safeguarding Induction

The DSL (Headteacher) or a DDSL **must** cover safeguarding as early in induction as possible. This will involve both explaining the safeguarding procedures in our school and the completion of an online Safeguarding Introduction or Refresher programme. This will cover the latest statutory requirements set out in Keeping Children Safe in Education (KCSIE) 2024. A second session will be scheduled after 3 to 4 weeks to allow the staff member to ask questions and clarify anything they might not have fully understood.

### 3. Documents

New staff will be provided with all the materials they need to perform their role successfully. This will form their induction pack (see Appendix). This will usually be provided electronically, but paper copies may be requested. Staff will also be signposted to further policies available on our school website.

### 4. Planning, Sequencing and Review

The Headteacher and/or line manager will have regular conversations with the new staff member, as well as providing them with documents. It will take place across a number of days or weeks to ensure understanding and avoid overloading the new staff member.

The essentials will be covered on the first day (see Appendix) and further induction meetings will be scheduled for the following weeks. Meetings will include a mix of role-specific and organisation-specific sessions. They will be scheduled with the Headteacher, Business Manager, DSL, SENCo and Phase Leader.



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Once the formal induction is complete, the Headteacher and/or line manager will check in on new staff regularly to ensure understanding.

### 4. Buddy System (Peer and Pupil Mentors)

All new members of staff will be assigned a peer they can speak to informally about anything involved with induction.

They will also be paired with a Year 6 'pupil mentor'. They will meet with the new member of staff in the first week and answer any questions they had about life at the school from a pupil's perspective.

### 5. Evaluation

We will evaluate and review our induction processes regularly and as a minimum, in line with policy renewal, to discover whether our induction programme is having the desired impact.

We will seek feedback from new staff by asking them to complete an evaluative questionnaire.

Any questions or concerns regarding this policy should be made to:

**Name:** Elizabeth Hindmarsh  
**Role:** Headteacher  
**Date:** February 2025  
**Review due:** February 2027



# INDUCTION POLICY

## Appendix: St Anne's CE Primary School: Induction Programme for New staff

Name: \_\_\_\_\_

Check List		Staff Member Responsible	Signature
<b>A Pre-Start Date</b>			
1	DBS check Disqualification and Disqualification by Association check Rights to work in UK form to complete Identify training needs	Business Manager	
2	Communication systems: -Telephone Number: 01476 564 505 -Email Address:enquiries@st-annes.lincs.sch.uk -Website: www.st-annes.lincs.sch.uk	Business Manager	
3	Induction Pack inc SDP, SEF, Ofsted etc	Business Manager	
4	Job Description	Business Manager	
<b>B Safeguarding Induction</b>			
5	Safeguarding Policy Know Designated Safeguarding Leads (DSLs)	Headteacher	
6	Health & Safety: - Fire Evacuation & Invacuation Policy - Health & Safety Policy - Whole School Risk Assessment - Behaviour Policy	Headteacher	
7	Know of children with specific/religious needs	Phase Leader	
8	Arrangements for the School Day, including breaks and lunchtime procedures	Phase Leader	
<b>C Policies &amp; Procedures</b>			
9	Code of Conduct - Understanding Confidentiality	Headteacher	
10	HR Policies - Absence and Sickness procedures - Leave of Absence - Whistleblowing Policy & Low Level Concerns	Headteacher	
11	Staffing Structure and Organisation	Headteacher	
<b>D Training to Complete</b>			
12	Safeguarding & Smartlog	Headteacher	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*This is a record for you to keep. A copy will be kept in your staff file.*