

# Shotley Bridge Primary School

## Staff Induction Policy



**September 2025**

<b>Approved by:</b>	Governing Board	<b>Date:</b> September 2025
<b>Last reviewed on:</b>	September 2025	
<b>Next review due by:</b>	September 2026	

## **1.0 Introduction**

Induction is an essential part of life at Shotley Bridge Primary School. At our school we recognise that good induction leads to improved staff satisfaction and wellbeing, as well as greater efficiency and performance. Induction enables new staff to feel secure and settled, and gives existing staff the opportunity to communicate the vision of the school, thus ensuring the smooth transition of values and expectations, whilst maintaining teamwork and a sense of togetherness.

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 Induction Programme should be cross-referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate.

### **1.1 Scope**

This policy applies to all employees and also, as appropriate, to volunteers agency staff, governors and students who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring as appropriate. Induction process and content will vary depending on job role.

### **1.3 Induction Content**

Safeguarding Children 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.

Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the school will be proactive in asking for information and help – however big or small. The induction process will;

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- 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, personal achievement and wellbeing
- Explain the school's Safer 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 expectation
- Identify and address any specific training needs

The induction programme may include:

- A meeting with the headteacher or senior member of staff
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc, the designated mentor or supervisor

## **2.0 Management and Organisation of Induction**

### **2.1 Responsibility for Induction**

The Head teacher is responsible for the overall management and organisation of induction of new teacher employees.

The Head teacher is responsible for the overall management and induction of support staff such as teaching assistants, administrative staff, caretakers, cleaners and supervisory assistants. The Head teacher will also be responsible for induction of supply teachers, and agency staff as well as of organisation of induction of volunteers.

### **2.2 The person responsible for induction should;**

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel and assigning a Buddy
- Ensure that an Induction Programme is provided, delivered and evaluated.

## **3.0 The Induction Programme**

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

- Child Protection information
- Health and Safety procedures
- Data Protection/GDPR
- 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 will be tailored to specific individuals. Areas which will be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration will be given in relation to each post and the experience of the post holder.

### **3.1 Teaching Staff**

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the deputy head and senior teachers. This is likely to be over time and as necessary. This should include;

- Safeguarding children and children protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Safer Code of Conduct
- Curriculum documents
- Staff Handbook
- School Website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Class and set lists
- Information on whole school and year group data, including SEN and “Disadvantaged”
- Timetables

### **3.2 Teaching Assistants**

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the deputy head and senior teachers. This is likely to be over time and as necessary. This should include;

- Safeguarding children and children protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Safer Code of Conduct
- Curriculum documents
- Staff Handbook
- School Website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Class and set lists
- Information on whole school and year group data, including SEN and “Disadvantaged”
- Timetables

### **3.3 Administrative Staff**

All new staff should be given appropriate induction advice, training and resources by their line manager and any other relevant person. This should include;

- Safeguarding children and children protection
- Data Protection/GDPR
- 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, for recruitment selection administration etc.

### **3.4 Cleaning/Caretaking**

All new staff should be given appropriate induction advice, training and resources by their line manager and any other appropriate person, which will include the Local Authority provided service for building cleaning. This should include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety

### **3.5 Midday and Cover supervisors**

All new staff should be given appropriate induction advice, training and resources by their line manager and any other relevant person. This should include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Data Protection/GDPR including Acceptable Use
- Staff Handbook
- Specific job related training such as Behaviour management

### **3.6 Governors**

All new Governors should be given appropriate induction advice, training and resources. This 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 and Raising Attainment Plan
- School brochure including staffing, Ofsted and school performance data
- Governing Body Policy documents
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes
- Latest governing body report to parent and school newsletters.
- Information and access to governor training courses.

### **3.7 Supply teachers and Agency staff**

All new supply teachers and agency staff will be given appropriate induction advice, training and resources. This will include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Data Protection/GDPR
- Relevant information from the Staff Handbook
- Relevant information on curriculum, schedules and timetables

### **3.8 Volunteers**

All new volunteers should be given appropriate induction advice, training and resources by either the School Business Manager or the Headteacher. This should include;

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

### **3.9 Teaching Students**

All new teaching students will be given appropriate induction advice, training and resources by their line manager and others e.g. the deputy head and senior teachers. This is likely to be over time and as necessary. This should include;

- Safeguarding children and children protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Safer Code of Conduct
- Curriculum documents
- Staff Handbook
- School Website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group data, including SEN and “Disadvantaged”
- Timetables

**Appendix 1**

**Headteacher/Deputy Headteacher Induction Checklist**

Name..... Start date.....

Member of staff carrying out Induction.....

Initial induction meeting date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b><i>Prior to first day</i></b>			
Provide copy of School Handbook			
IT systems setup required; PC login SIMS CPOMS Email setup			
Equipment to be provided; Laptop (encrypted and marked in asset register?)			
Check DBS and identity			
Confirmation of any adjustments required?			
<b><i>First day</i></b>			
Meet Head teacher/Chair for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead/Child Protection & Safeguarding Training			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Information shared regarding data protection/GDPR, confidentiality and			

information sharing protocols			
Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			
Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school (Hazard Profiles)			
<b>Following first day</b>			
School behaviour and rewards system understood			
Essential policy documents read and understood; -Keeping children safe in education -Safeguarding and Child Protection Policy -Behaviour Policy -Anti-Bullying Policy -Whistleblowing Policy -Health and Safety Policy -Fire Procedures -Acceptable Use Policy -Attendance Management Policy -Data Protection Policy -Disciplinary Policy -Capability Policy and Performance Management -Grievance Policy			
Follow up meeting with Designated Safeguarding Lead			
Any additional training identified; By school? By employee?			

## Appendix 2

### Teacher Induction Checklist

Name..... Start date.....

Member of staff carrying out Induction.....

Initial induction meeting date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b><i>Prior to first day</i></b>			
Provide copy of School Handbook			
IT systems setup required; PC login SIMS CPOMS Email setup			
Equipment to be provided; Laptop (encrypted and marked in asset register?)			
Check DBS and identity			
Confirmation of any adjustments required?			
<b><i>First day</i></b>			
Meet Head teacher/School Business Manager for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead/Child Protection & Safeguarding Training			
Probationary period explained (if appropriate)			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Information shared regarding GDPR/data protection, confidentiality and information sharing protocols			

Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			
Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school			
<b><i>Following first day</i></b>			
School behaviour and rewards system understood			
Essential policy documents read and understood; -Keeping children safe in education -Safeguarding and Child Protection Policy -Behaviour Policy -Anti-Bullying Policy -Whistleblowing Policy -Health and Safety Policy -Fire Procedures -Acceptable Use Policy -Attendance Management Policy -Data Protection Policy -Disciplinary Policy -Capability Policy and Performance Management -Grievance Policy			
Follow up meeting with Designated Safeguarding Lead			
Any additional training identified; By school? By employee?			

### Appendix 3

#### Teaching Assistant Induction Checklist

Name..... Start date.....

Member of staff carrying out Induction.....

Induction date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b><i>Prior to first day</i></b>			
Provide copy of School Handbook			
IT systems setup required; PC login SIMS CPOMS Email setup			
Equipment to be provided;			
Confirmation of any adjustments required?			
<b><i>First day</i></b>			
Meet Head teacher/School Business Manager for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead – Child Protection/Safeguarding Training			
Probationary period explained (if appropriate)			
Check DBS and identity			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Information shared regarding GDPR/data protection, confidentiality and information sharing protocols			

Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			
Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school			
<b>Following first day</b>			
School behaviour and rewards system understood			
Essential policy documents read and understood; -Keeping children safe in education Safeguarding and Child Protection Policy Behaviour Policy Anti-Bullying Policy Whistleblowing Policy Health and Safety Policy Fire Procedures Acceptable Use Policy Attendance Management Policy Data Protection Policy Disciplinary Policy Capability Policy and Performance Management Grievance Policy			
Follow up meeting with Designated Safeguarding Lead			
Any additional training identified; By school? By employee?			

**Appendix 4**

**Administration Staff Induction Checklist**

Name..... Start date.....

Member of staff carrying out Induction.....

Induction date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b>Prior to first day</b>			
Provide copy of School Handbook			
IT systems setup required; PC login SIMS CPOMS Email setup			
Equipment to be provided; Laptop (encrypted and marked in asset register?)			
Confirmation of any adjustments required?			
<b>First day</b>			
Meet Head teacher/School Business Manager for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead – Child Protection/Safeguarding training			
Probationary period explained (if appropriate)			
Check DBS and identity			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Information shared regarding data protection, confidentiality and information sharing protocols			

Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			
Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school			
<b>Following first day</b>			
Key financial documentation/systems – FMS, SIMS, Financial Procedures Manual			
Essential policy documents read and understood; -Keeping children safe in education Safeguarding and Child Protection Policy Behaviour Policy Anti-Bullying Policy Whistleblowing Policy Health and Safety Policy Fire Procedures Acceptable Use Policy Attendance Management Policy Data Protection Policy Disciplinary Policy Capability Policy and Performance Management Grievance Policy			
Follow up meeting with Designated Safeguarding Lead			
Any additional training identified; By school? By employee?			

**Appendix 5**

**Lunchtime Supervisor Induction Checklist**

Name..... Start date.....

Member of staff carrying out Induction.....

Induction date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b>Prior to first day</b>			
Provide copy of School Handbook			
IT systems setup required; PC login SIMS CPOMS Email setup			
Equipment to be provided;			
Confirmation of any adjustments required?			
<b>First day</b>			
Meet Head teacher/School Business Manager for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead – child protection/safeguarding training			
Probationary period explained (if appropriate)			
Check DBS and identity			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Information shared regarding data protection, confidentiality and information sharing protocols			

Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			
Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school			
<b>Following first day</b>			
School behaviour and rewards system understood			
Essential policy documents read and understood; -Keeping children safe in education Safeguarding and Child Protection Policy Behaviour Policy Anti-Bullying Policy Whistleblowing Policy Health and Safety Policy Fire Procedures Acceptable Use Policy Attendance Management Policy Data Protection Policy Disciplinary Policy Capability Policy and Performance Management Grievance Policy			
Follow up meeting with Designated Safeguarding Lead			
Any additional training identified; By school? By employee?			

**Appendix 6**

**Caretaker Induction Checklist**

Name..... Start date.....

Member of staff carrying out Induction.....

Induction date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b><i>Prior to first day</i></b>			
Provide copy of School Handbook			
IT systems setup required; PC login SIMS CPOMS Email setup			
Equipment to be provided; Laptop (encrypted and marked in asset register?)			
Confirmation of any adjustments required?			
<b><i>First day</i></b>			
Meet Head teacher/School Business Manager for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead			
Probationary period explained (if appropriate)			
Check DBS and identity			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Information shared regarding data protection,			

confidentiality and information sharing protocols			
Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			
Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school			
<b>Following first day</b>			
Meeting with Building Cleaning representative from LA for practical induction			
Essential policy documents to be directed to; Keeping children safe in education Safeguarding and Child Protection Policy Whistleblowing Policy Health and Safety Policy Fire Procedures Acceptable Use Policy Attendance Management Policy Data Protection Policy Disciplinary Policy Capability Policy and Performance Management Grievance Policy			
Any additional training identified; By school? By employee?			

**Appendix 7**

**Cleaner Induction Checklist**

Name..... Start date.....

Member of staff carrying out Induction.....

Induction date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
<b>Prior to first day</b>			
Provide copy of School Handbook			
IT systems setup required;			
Equipment to be provided;			
Confirmation of any adjustments required?			
<b>First day</b>			
Meet Head teacher/School Business Manager for introduction to the school			
Conditions of employment explained SOP/Contract signed			
Meeting with Designated Safeguarding Lead			
Probationary period explained (if appropriate)			
Check DBS and identity			
Show where sign in/out system is kept and procedure			
Information shared regarding child protection and designated person			
Meet key staff you will be working with and working area			
Tour of the school and facilities inc toilets, staffroom, car parking, canteen			

Emergency procedures and security procedures			
Use of personal mobiles, dress code and code of conduct			
Health and safety aspects including individuals work environment and whole school			
<b>Following first day</b>			
Meeting with Building Cleaning representative from LA for practical induction			
Essential policy documents to be directed to; Keeping children safe in education Safeguarding and Child Protection Policy Whistleblowing Policy Health and Safety Policy Fire Procedures Acceptable Use Policy Attendance Management Policy Disciplinary Policy Capability Policy and Performance Management Grievance Policy			
Any additional training identified; By school? By employee?			

**Appendix 8**

**Governor Induction Checklist**

Name..... Start date.....

Member of staff carrying out Induction.....

Induction date.....

Induction Element	Tick and initial on completion	Notes	Inductee signed to confirm receipt
Be invited to school to be provided with a tour, meet staff and shown school website			
Be given information on the role of governors, how governing body functions, role of committees etc			
Given a copy of the last terms minutes and head teachers report			
Provided with key school documents such as SEF and School Improvement Plan			
Provided with a copy of Governors Code of Conduct			
Provided with names and details of other governors			
Be invited to attend school again either for a school lunch/assembly etc			
Provided with governor training courses and encouraged to attend			
Complete a Declaration of Interests form			
Provided with a schedule of future meeting dates			
Made aware of key documents such as Financial Procedures Manual and key/relevant policies			