



*'Soar on wings like eagles, run and not grow weary, walk and not be faint' Isaiah 40:31*

## Induction Procedure for New Staff

### Introduction

It is important that all staff, both teaching and non-teaching, are inducted in a planned process to ensure that they quickly adopt all the policies, procedures and practices of Coombe Bissett Primary school and furthermore adopt the Coombe Bissett Way.

### Aims of the Induction Programme

- To make all staff feel welcome and at ease in their new environment.
- To enable new staff to settle happily into school so that the quality of learning experienced by the children can be maintained and improved.
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work.
- To enable new staff to make a full contribution, taking on all their responsibilities as soon as possible.
- To foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place.
- To enable new staff to understand the safeguarding procedures within school.

### Key Information

Job role:	
Start date:	
Your signature:	
Your induction will be the responsibility of:	
Their role within school:	
Your line manager is:	Berkeley Basinger-Adams
Their role within school:	Headteacher
Member of staff responsible for appraisal:	Berkeley Basinger-Adams
Their role within school:	Headteacher

### TASKS

#### Tasks to complete before day 1:

Task	Completed (include date)	Checked (include initials and date)
Return starter forms/DBS to Office		
Read the staff handbook		
Read the Health & Safety Policy		
Read the Child Protection policy		
Read the Staff Code of Conduct		
Read the Whistleblowing policy		
Read Staff Behaviour policy		
Read the Online Safety policy		
Read the Teaching and Learning policy		
Meet with line manager to review role and responsibilities		
Receive a tour of the school		
Read Data Protection policy		

**Tasks to complete on day 1:**

Task	Completed (include date)	Checked (include initials and date)
Welcome/staff introductions and initial meeting with Headteacher on or before taking up post		
Familiarise yourself with school building		
Familiarise yourself with fire procedures and where to gather on hearing the alarm		
Familiarise yourself with lockdown procedures		
Find out if you have any additional duties (e.g. break cover)		
Collect staff lanyard from Office		
Collect codes / dongles for all gates / alarms		
Have a school email address set up for you – arrange this with the office		
Complete school safeguarding training – foundation level		
Complete GDPR training		
Complete prevent training		

**Tasks to complete in week 1:**

Task	Completed (include date)	Checked (include initials and date)
Familiarise yourself with the school's ethos and vision		
Familiarise yourself with First Aid procedures		
Familiarise yourself with school diary dates on the calendar		
Familiarise yourself with school resources for planning and for resource cupboards for subjects		
Read Risk Assessments associated with areas you will be working in		

**Tasks to complete within first 6 weeks:**

Task	Completed (include date)	Checked (include initials and date)
Arrange an appraisal meeting with your line manager		
Read the Feedback Policy		
Read the Curriculum Policy		
Read the RSE Policy		
Read the Worship Policy		
Read the Presentation Policy		
Read the Wellbeing Policy		
Read the Pupil Premium Strategy		
Read the SEN Policy		
Read the School Development Plan overview		
Familiarise yourself with the school's approach to Monitoring and Evaluation		
Familiarise yourself with subject leadership responsibilities		
Completed the Staff Annual Checklist and returned it to the Headteacher		

Signed by employee \_\_\_\_\_ Date \_\_\_\_\_

Signed by member of staff responsible for induction \_\_\_\_\_ Date \_\_\_\_\_