"All equal, all different, all achieving together"

Learn@ MAT
Induction of New Staff Policy
(and staff changing roles)

Statement of intent

Once a new employee has been appointed, Learn@ MAT believes it is essential that they follow an effective induction procedure. Consequently, all governors, teaching, support and temporary staff 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 Academy academy and governing board.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information.
- Meets the headteacher, governing board, staff and pupils.
- Understands the role of the governing board and its committees.
- 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.
- Is provided with a work buddy who meets with them regularly.
- Has the opportunity to shadow an experienced colleague in the first few days.
- Has regular supervision meetings during their probationary phase of their new post.

The procedures outlined in this policy should also be applied to staff who are already employed within the Trust but are changing work role within the organisation.

1. Legal framework

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

- DfE 'Keeping children safe in education' September 2021
- This policy operates in conjunction with the following Academy policies:
    - Safer recruitment policy
    - Staff leave of absence policy
    - Staff attendance management policy
    - ICT acceptable use policy
    - Health and safety policy
    - Critical incident policy
    - Equal opportunities and dignity at work policy
    - Anti-bullying and harassment policy
    - Social media policy
    - Child protection and safeguarding policy
    - Staff code of conduct
    - Behaviour/engagement policy

All policies are available to view on the Academy website or from the Company Secretary/Clerk to the Board of Trustees.

2. Roles and responsibilities

The headteacher is responsible for appointing a senior leader to:

- Oversee inductions.

- The coordination of the induction programme for all categories of staff, including NQTs.

- Ensuring that induction programmes 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'.

- Upon completion of the induction period, ensuring that an induction completion checklist is signed and dated by themselves and the new employee.

3. Teaching staff

3.1   All staff are given a one-day induction programme before taking up the appointment.

3.2   As soon as possible after their appointment, and before working directly with young people, all new staff must be briefed by their manager on issues relating to their appointment. This briefing must include detailed academy information relating to their specialist area of work, relevant policies access and communication systems, access to facilities, professional support and resources and procedures that relate to

their roles and responsibilities. During a teacher's first term, the induction programme will cover the following:

- Performance management
- Reports, report writing and parents' evenings
- Organising educational visits
- The role of Academy Councillors, Trustees and the Central Learn@ MAT staff and services.
- Professional development
- Target setting, monitoring and evaluation
- Team Teach
- Introduction to Trauma Awareness and strategies to support children with SEMH/SLCN

3.3   All teachers have meetings with relevant senior staff on an annual basis prior to the commencement of the Autumn term. The meetings cover 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 (e.g. code of conduct, safeguarding and child protection, health and safety, fire safety, attendance, equal opportunities and dignity at work, ICT acceptable use, social media)
- The safeguarding response to children who go missing from education
- The identity and role of the DSL and any deputies and how to record and report safeguarding concerns.
- Review and Updates in the KCSIE (most recent version)
- Relevant information pertaining to SEND
- Roles and responsibilities
- The staff handbook
- Line management procedures
- Communication sources (e.g. email, meetings, the shared server, notice boards, the Academy calendar)
- The pastoral system
- How to escalate SEND concerns regarding a child, use of Pupil Premium, use of provision maps, reading and understanding EHCP's, use of risk assessments, and use of personal learning plans (PLP)
- Use of CPOMs and the bound book

3.4   All staff undergo safeguarding and child protection training (including online safety) at induction. All induction training is in line with advice from the academy's local three safeguarding partners.

3.5 All teachers will be given a 'buddy' for the first three months of their role to support them informally on at least a weekly basis and help them understand and adhere to all policies and procedures.

4. NQTs

4.1 NQT inductions are delivered in line with the NQT scheme being administered by that Academy.

4.2 Before an NQT takes up an appointment, the following must be made available:

- The opportunity to visit the Academy to meet the headteacher and other colleagues
- The Academy's prospectus and all policies and procedures
- The teaching timetable and the Curriculum Offer for that Academy and subject.
- Curricular documentation, policies, curriculum programmes and textbooks relating to teaching subjects
- Information about any Academy equipment and resources available
- The CPD/training programme that will be made available to the NQT.

4.3 Every NQT is allocated a mentor who is responsible for planning and facilitating the induction programme.

4.4 During the first two years, the academy provides:

- 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 academies.
- Opportunities to meet and have discussions with other NQTs and recently qualified colleagues.
- Opportunities for discussion.
- A reduced commitment to provide cover for absent colleagues.
- The opportunity to attend all INSET days and training programmes provided by the NQT training provider.

4.5 NQTs are made aware of the criteria used for monitoring progress, in line with the induction standards defined by the DfE.

4.6 NQTs mentors are members of the Academy Leadership team, supported by the headteacher.

4.7 The mentor:

- Works in partnership with the NQT and uses the NQT's 'Career Entry Profile' (CEP), where appropriate, to identify targets, competencies and support for each term in the NQT's first year.

- Negotiates an action plan for the second year.
- Meets formally as regularly as possible (no less than montyhly), to discuss lesson observations, professional development and matters arising from the working week.
- Meets informally when required to offer support and guidance.

5.   Support staff

5.1   All staff are given a one-day induction programme before taking up the appointment.

5.2   Support staff are offered an induction programme applicable to their specific role.

5.3   As soon as possible after their appointment, and before they work directly with young people, all staff must be briefed by their line manager on issues relating to their appointment. The briefing includes detailed information relating to safeguarding, departmental policies, resources, and policies and procedures that relate to their specific role and responsibilities. The line manager will set up a formal supervision process to oversee the support and challenge to the new employee during the probationary period. This period may be extended through the probationary review process. (Please note that for Residential Child Care Officers supervision is an ongoing process throughout a member of staff's employment).

5.4   New staff must be given at least two days of shadowing an experienced colleague in the role they have been appointed to.

5.5   They are allocated a 'buddy' who will check in with them on a regular basis (at least weekly) during the first three months to offer support and an informal person to liaise with.

5.6   The induction programme covers areas including:

- A briefing by the line manager.
- An introduction to relevant senior staff.
- Information relating to the relevant academy 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 safeguarding response to children who go missing from education.
- The identity and role of the DSL and any deputies.
- Roles and responsibilities.
- A guide through the staff handbook.
- Line management procedures.
- Team Teach
- Introduction to Trauma Informed Approaches and strategies to support young people with SEMH/SLCN.

- Communication sources (e.g. email, meetings, the shared server, notice boards, the Academy calendar).
- CPD opportunities.
- The probationary period processes.

6. Annual leave

6.1 Annual leave entitlement is allocated to full-time members of support staff, i.e. those who work during Academy time and holidays (52 weeks a year). Details are specified in contracts of employment.

6.2 Requests for leave should be negotiated directly with line managers and be taken during academy holiday periods, unless agreed specifically with the employee's line manager.

6.3 Term time staff should not take leave during term time. If exceptional circumstances pertain, a request may be made directly to the headteacher (in writing) for consideration. If granted, the headteacher will decide whether the leave is paid or unpaid.

Further information can be found in the Staff Leave of Absence Policy.

7. Key considerations for all staff

7.1 If you are unsure about any aspects of your roles and responsibilities you must ask your line manager for clarification immediately. (If you do not feel able to approach your line manager directly you should use your 'buddy' or a trusted colleague to represent you).

7.2 Hours of work are specified in job descriptions.

7.3 If staff are entitled to a lunch break, this should be taken at a time agreed with their line manager.

7.4 A comprehensive Staff Code of Conduct is given to all staff on appointment – this includes a map of the Academy building and grounds.

7.5 On their first day of sickness absence, all staff are expected to:

- Make every effort to contact their manager via phone or email no later than 1 hour prior to their start time.
- On their fourth day of sickness absence, staff should contact the headteacher or appropriate manager to discuss the situation.
- On the eighth day of sickness absence, staff should obtain a doctor's certificate and submit this to the headteacher or appropriate manager immediately.
- If an employee repeatedly fails to report sickness appropriately, they will be subject to the Academy's disciplinary procedure.

- If an employee considers the illness to have arisen from an accident at work, they must notify the headteacher or appropriate manager and complete the relevant form.
- When an employee falls ill during the summer break, they must inform the appropriate contact to ensure that payroll is notified – this applies to staff on 52-week contracts only.

7.6 All staff returning from sickness absence have the opportunity to meet with their manager.

7.7 If the illness continues for an extended period of time, it is important that regular contact with the employee's line manager is established to keep them informed of progress – this will enable the academy to support the employee's recovery and return.

7.8 In certain circumstances, where long-term absence is due to recovery from an operation, maternity leave or a serious illness, a staged return to work that is mutually beneficial to the employee and the academy may be negotiated.

7.9 In the case of serious illness, a referral to Occupational Health may be necessary to help ascertain the details of the illness and the length of sickness absence involved. Full information is provided in the academy's staff attendance management policy.

7.10 Employees should arrange doctors, dentists and opticians visits to take place outside of normal working hours. However, if unavoidable, employees are allowed time off inside work time, subject to the agreement of the headteacher. Requests considered on an individual basis.

7.11 Hospital appointments are considered authorised absence and time off is paid. Employees should be able to provide their manager with proof of their appointment (e.g. an appointment card or a copy of the appointment letter) when requesting time off to attend hospital.

7.12 Paid time off is granted to employees for the purposes of necessary medical screening.

7.13 Leave with or without pay may be approved for occasions when employees need time off for dependants for personal reasons, or to deal with an emergency. An emergency could be for any unexpected or sudden problems involving someone who depends upon another for help or care.

7.14 Personal leave may be granted for:

- circumstances where there has been a close family relation who has died, is ill, is injured or assaulted, or who gives birth
- specific caring responsibilities

- family emergencies
- other personal reasons.

7.15 The headteacher will determine whether the leave is granted with or without pay.

For further information on leaves of absence, refer to the staff leave of absence policy.

8. Health and safety

8.1 The academy is responsible for employees' health and safety at all times during their employed hours. However, it is every employee's responsibility to work with due care and attention for themselves, their colleagues, children and young people and any visitors to the academy, and to ensure that health and procedures are followed correctly.

8.2 If employees feel at any time that there is a health and safety issue within their team, they must contact their line manager immediately. If no action is taken, or if they are dissatisfied with the response, employees should refer the issue directly to a member of the senior leadership team as soon as possible.

8.3 In the event of an employee having an accident/incident during work hours which requires medical assistance, they should seek the nearest first aider (list available from the academy office). If the accident is serious and requires immediate medical attention, i.e. hospitalisation, they should contact the academy office on telephone number immediately, who will telephone for an ambulance.

8.4 In either event, first aid incident forms must be completed immediately or as soon as is practically possible in order to log such incidents. The academy office will assist you with this paperwork.

8.5 All staff must ensure that they provide the academy office with up-to-date information of their next of kin in case they need to be contacted in an emergency.

9. Emergency evacuation

9.1 In the event of an emergency, such as a bomb alert or fire, staff should break the nearest fire point or notify the academy office immediately and alert their colleagues. The fire alarm will then be sounded, and staff should immediately proceed to the nearest fire exit following the signs and notices in their work area. Staff must familiarise themselves with these procedures and the evacuation route from their work area.

9.2 As part of their job, staff may be allocated a role or emergency post to assist in these proceedings. Where an emergency post is allocated, staff should follow the instructions they have been given.

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

10. ICT

10.1 If an employee's duties involve using a computer, the ICT manager will set up their workstation and allocate them a username and password.

All staff are required to ensure that they comply with the Data Protection Act 2018.

11. Monitoring and review

11.1 This policy will be reviewed by the board of trustees and the academy council on an annual basis.

11.2 Any changes to this policy will be communicated to all staff and other interested parties.

Review Cycle	Annually	Review Body	Quality and Standards Committee
Review Date	August 2021	Status	Statutory
Authorised by	Quality and Standards Committee	Review Date	September 2022