

AURORA ACADEMIES TRUST

Policy Title:	Staff Induction Programme
Policy Reference:	AAT SI – Exp May 2018
Function:	<u>For Information and Guidance</u> /Statutory
Audience:	Prospective parents, Trustees, Governors, Executive Headteachers, Head, Teachers, Support Staff, as necessary
Ownership/ Implementation:	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
Version:	001
Approved by Trust Board:	May 2016
Next Date for Review:	February 2018



Staff Induction Policy

Every member of staff will receive a 1-hour staff induction and this checklist will form the essence of that meeting.

STAFF INDUCTION PROGRAMME

INFORMATION	SIGNED	DATE
<p>Mentor identified as:</p> <p>Name of member of staff receiving induction:</p>		
<p>Tour of the school with buddy</p> <p>Introduction to staff, including Line Manager</p> <p>Management Structure shared</p> <p>Clarification of working hours</p> <p>Clarification of duties</p> <p>Dress Code</p> <p>Absence Procedures and Punctuality</p> <p>Adult Code of Conduct:</p> <ul style="list-style-type: none">• In and around the school• In the staffroom <p>Coffee and lunch breaks</p> <p>Payment of refreshments.</p>		



<p><u>Health and Safety</u></p> <p>Issued with a Health and Safety Policy</p> <p>Name of Health and Safety Officer</p> <p>Health and Safety Procedures shared</p> <p>Reporting potential hazards procedures</p> <p>Policy on smoking, alcohol and substance misuse</p> <p>Name of First Aid Officers</p> <p>Identify all qualified First Aiders</p> <p>First Aid Procedures shared</p> <p>First Aid boxes located</p> <p>Accident book located</p> <p>Procedures for administering medicines</p> <p>Responsibility for dialling 999</p> <p>Fire Evacuation Procedures shared</p> <p>Fire Extinguishers located.</p>		
<p><u>Security</u></p> <p>Identity badge issued</p> <p>Procedures for approaching unknown persons</p> <p>Keeping the building secure.</p>		



<p><u>Child Protection</u></p> <p>DBS Check received</p> <p>Issued with Child Protection Policy</p> <p>Name of Child Protection Officer</p> <p>Child Protection procedures shared</p> <p>Locate Child Protection File:</p> <ul style="list-style-type: none"> • Head's Office • Staffroom <p>Discuss confidentiality issues:</p> <ul style="list-style-type: none"> • For child • Relating to information gained. 		
<p><u>Information for the Post</u></p> <p>Issued with Teaching and Learning Policy</p> <p>Issued with Assessment Policy</p> <p>Issued with Feedback and Marking Policy</p> <p>Queries to be discussed within team</p> <p>Issued with a set of school rules</p> <p>Issued with Behaviour Policy</p> <p>Procedures for managing behaviour shared</p> <p>Role in giving positive rewards clarified</p> <p>Role in issuing sanctions clarified</p> <p>Name of Behaviour Manager</p> <p>Shown location of other policies.</p>		



<p><u>Educational Visits/ Off-Site Activities</u></p> <p>Issued with Policy for Off-Site Activities</p> <p>Identify Off-Site Activities Co-ordinator</p> <p>All off-site activities to be authorised HT:</p> <ul style="list-style-type: none"> • Location • Purpose • Cost <p>Share information on risk assessments</p> <p>Awareness of child/ adult ratios</p> <p>Awareness of CRB checks</p> <p>Procedures for transporting children by car.</p>		
<p><u>Resources</u></p> <p>Locate stock and art cupboards</p> <p>Locate curriculum resources:</p> <ul style="list-style-type: none"> • Resource Centre • Back of the Stage • Photocopy Room • Music Cupboards <p>Procedures for purchasing resources</p> <p>Identify person in charge of the budget.</p>		



<p><u>Confidentiality</u></p> <p>All information relating to school is confidential</p> <p>Information on a 'need to know' basis only</p> <p>Clarify expectations for contact with parents:</p> <ul style="list-style-type: none"> • Approaching a parent • A parent approaching you <p>Breach of confidentiality can lead to disciplinary procedures</p> <p>Whistle-blowing Policy.</p>		
<p><u>Training</u></p> <p>Issued with CPD Policy</p> <p>Issued with Performance Management Policy</p> <p>CPD Co-ordinator identified</p> <p>PM Team Leader identified</p> <p>Expectations for CPD and PM shared</p> <p>Procedures for requesting training</p> <p>Date of Induction Course (if required):</p>		
<p><u>Complaints Procedures</u></p> <p>Union membership recommended</p> <p>Clarify procedures for complaints:</p> <ul style="list-style-type: none"> • Line Manager • Member of SMT • Local Academy Board. 		



I certify that I have received my induction:

Name: _____ Signed: _____ Date: _____

I certify that I delivered the above induction programme:

Name: _____ Signed: _____ Date: _____

