

**Netherhall School**

*An Ambitious, Caring Community*



# Induction Policy

**Adopted by Netherhall School Governing Body**

**On. August 2023**

**Signed:**  **Neil Watt, Chair of Governors**

**Date by which the procedure was last reviewed: August 2023**

**Anticipated review date: August 2024**

## **Equality Act 2010**

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition, we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

## **Introduction**

Effective induction enables new staff to feel secure and settled, and gives existing staff an opportunity to communicate the vision of the school, ensuring the smooth transition of values and expectations, whilst maintaining team-work and a sense of collaboration.

This policy sets out the expectations and protocols for all new staff joining.

## **Aims of the Induction Programme**

- Make all new staff feel part of the school, understanding the ethos, values and routines of the school
- Provide Child Protection and Safeguarding Training and Information – including outlining responsibilities
- Provide information and training on key school policies and procedures, particularly those in which immediate actions needed to be taken such as Fire Evacuation.
- 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
- Identify and address any specific training needs

## **ECTs**

Statutory induction is the bridge between initial teacher training and a career in teaching. It combines a structured programme of development, support and professional dialogue, underpinned by the Early Career Framework, with monitoring and an assessment of performance against the Teachers' Standards. The programme should support the early career teacher and provide them with the necessary training to ensure that they can demonstrate that their performance against the Teachers' Standards is satisfactory by the end of the period. Induction should provide a foundation for ECTs and equip them with the tools to be an effective and successful teacher.

All ECTs are registered with One Cumbria Teaching School Hub as the Appropriate Body and are provided with support as documented in the DfE guidance which can be found here [Induction for Early Career Teachers](#)

## **New staff**

On appointment, new staff will provide the Business Manager with all relevant documents (Certificate of QTS (ECTs may not be able to provide this immediately), DBS clearance).

All new staff will be given, where possible, an electronic induction pack prior to starting at the school to ensure they have enough time to complete any relevant training.

The induction pack will include:

- [Safeguarding documents](#)
- [Safeguarding training form](#)

- BlueSky log in details
- The National College log in details
- School email address
- Staff guide (with links to policies)
- Timetable (if possible)
- Tutor group information
- Windows log in
- Photocopying number

New staff will be invited to attend an induction day in the summer term. Where this is not possible, induction will be completed online, via Teams.

New staff will also be expected to complete two online safeguarding courses, and one health and safety course, prior to commencing employment in September.

The links to these courses can be found below:

[Annual Online Safety Training & Certificate for Teaching Staff \(nationalcollege.com\)](#)

[Annual Online Safety Training & Certificate for Support Staff \(nationalcollege.com\)](#)

[Safeguarding Training Course & Certificate for School Staff \(nationalcollege.com\)](#)

[Health & Safety Training Course & Certificate for Schools \(nationalcollege.com\)](#)

New staff will also have regular contact with RMS and their line manager prior to starting at Netherhall School, and where possible, will be able to visit the school and spend time in their relevant department.

Upon starting, all new staff are provided with a staff badge and will be invited to an induction session within the first week. During this session, all new staff will receive ICT training (SIMS, CPOMS and Edulink) and will have the opportunity to ask questions.

Once the induction is completed, all new staff will be asked to confirm that they have received all of the relevant information and will confirm using this [form](#).

All new staff will meet with RMS on an individual basis before the end of the first half term and will have the opportunity to attend voluntary sessions on specified areas of school improvement allowing time to discuss any concerns or raise any questions.

## **Visitors**

Except supply teachers, who will provide DBS clearance to GO, no visitor is to be left alone with the students at any time, unless LAH has prior knowledge and is satisfied that the visitor has the correct DBS clearance.

If a visitor is planning to come to school to observe teaching or to gain school experience with a view to beginning teacher training, RMS must be informed **prior** to the visit. Where possible, there should be at least two weeks' notice.

If a visitor has been organised for any of the following reasons, LAH must be informed **prior** to the visit:

- Talks

- Assemblies
- Educational speakers

### **Visitors - Less than 1 week**

Visitors will be provided with an overview of the schools safeguarding procedure and the important information document.

### **Visitors - 1 week or longer**

Visitors who are joining us to observe lessons, are part of an ITT programme or are joining us to gain any school experience for longer than one week are asked to gain DBS clearance prior to starting with us. They will also be asked to complete the safeguarding and online safety training, read the [Safeguarding documents](#) and complete this [form](#). Visitors who are joining us for over 4 weeks will be given the full new staff induction pack.