Staff Induction Policy

This Policy applies to all employees and, as appropriate, to volunteers and agency staff who will receive a tailored induction programme. Safeguarding Children and Child Protection will feature prominently in every induction programme. IWYS will follow the guidelines as stipulated by Safer Recruitment and outlined in our Safer recruitment policy. IWYS-Safer-Recruitment-Policy-2026-2027.pdf and Stoke-on-Trent City council guidelines. Keeping children safe in education - GOV.UK

Date reviewed: September 2026
Status: Good Practice

.

Contents

1. Introduction
2. Management and Organisation of Induction
3. The Induction Programme
4. Specific Induction arrangements for:
   - Supply Teachers and Agency Staff
   - Teaching Staff
   - Administrative Staff
   - Visiting Contractors
   - Cleaning Staff
   - Volunteers

Appendix: General Induction Checklist

1. Introduction

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, or volunteer to the duties of the post, and to IWYS – Alternative Provision as a whole, provide the foundation for successful and safe contribution to IWYS - Alternative Provision. The induction programme is designed to help new employees, and volunteers become familiar with the requirements of their position and learn about IWYS - Alternative Provision's culture, ethos 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 probationary periods for support staff, as appropriate.

The induction process will:

- Provide information and training on IWYS - Alternative Provision's policies and procedures.
- Provide Child Protection training and safeguarding children training (including checking understanding).
- Enable the colleague to contribute to improving and developing the overall effectiveness of IWYS - Alternative Provision, raising pupil achievement, and meeting the needs of pupils, parents and the wider community.
- Contribute to the colleague's sense of job satisfaction and personal achievement.
- Explain IWYS - Alternative Provision's Code of Conduct to ensure that all employees, and volunteers and gov new to IWYS - Alternative Provision understand what is expected of them at IWYS - Alternative Provision and gain support to achieve those expectations.
- Identify and address any specific training needs.
- Follow Safer Recruitment guidelines

The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered.
- An induction timetable / diary of activities.
- Details of help and support available.
- Details of work shadowing, if appropriate.
- Details of other relevant individuals with responsibility for induction
- Completion of compulsory application process

2. Management and Organisation of Induction

Responsibility for Induction

- Charmaine Baines is responsible for the overall management and organisation of induction of new employees, peripatetic, tutors and volunteers.

The person responsible for induction should:

- Make arrangements to ensure that a new employee, or volunteer is welcomed.
- Ensure that immediate needs are identified before taking up the position, where possible.
- Provide, if appropriate, a tour of IWYS - Alternative Provision and information about its facilities, answer questions and give practical advice.
- Introduce key personnel pertinent to the role in question.
- Ensure that an induction programme appropriate to the role in question is provided.

3. The Induction Programme

The person responsible for induction should ensure that an induction programme appropriate to the role in question is provided personally, or by the line manager, mentor, or another person with delegated responsibility.

The induction programme will include:

- A safeguarding induction
- A checklist of the policies and procedures to be read and understood
- Details of help and support available
- An induction timetable / diary of activities
- Details of other relevant individuals with responsibility for induction, e.g. the proprietor or business manager.

Induction programmes should be tailored to the role in question. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the inductee.

4. Specific Induction arrangements for:

All Staff

All new staff should be given appropriate induction advice, training and resources by Miss Charmaine Baines or another person with delegated responsibility.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct
- Behaviour policy
- Whistle-blowing policy
- Relevant information from the staff handbook
- Relevant information on curriculum, schedules and timetables
- Learning and Teaching Policy and Curriculum policy and documents
- Assessment advice, recording, reporting, resources and procedures
- Class registers
- Information on whole school and year group resources, including ICT
- Timetables
- SEND information

Administrative Staff

All new employees should be given appropriate induction advice, training and resources by Miss Charmaine Baines.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration, etc.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the member of staff responsible for their volunteering in school.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of conduct
- Staff handbook if appropriate

Appendix: General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

Name	
Start date	
Name of senior colleague/mentor	

Induction Element	Tick on Completion	Notes
Day one		
Introduction to senior colleague		
Tour work area & introduce to work colleagues and work area		
Location of facilities – toilets, etc.		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
ICT and Resources familiarisation		
Health and Safety aspects relating to an individual's work environment		
During first week		
Planned meetings with key people if appropriate		

Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator		
Meet with Induction Co-ordinator at the end of the first week, review progress and agree on training and development needs		
Identify development needs and agree on means of meeting		
End of first month		
Meet with Induction Co-ordinator and review progress		
Agree on an action plan to deal with outstanding items		
End of first year		
Meet with Induction Co-ordinator to determine whether induction programme is complete or if there are still outstanding items		
Agree on an action plan to deal with any outstanding items		
If the induction programme is complete, discuss possible courses of action in relation to the future development of the job role		

Induction Element	Tick on Completion	Notes
Health and Safety - This will include:		
Provision of or reference to the location of the School policy		
Information and training in relation to the employee's responsibilities		
Fire and Emergency Procedures - This will include:		
Location of School/building fire safety manual, fire action and other fire notices		
Location of firefighting equipment		
Means of raising the alarm including the position of fire alarm points (i.e. break glass units)		
Fire evacuation procedure and means of escape		
Fire assembly points		

Times of fire alarm sounder tests		
Any other relevant information		
Further training may be necessary depending upon the responsibilities of the post holder		
First Aid - This will include:		
Location of first aid provisions		
Means of obtaining first aid assistance		
Policy on providing medicine and first aid for pupils		
Any other relevant information		
Further training may be necessary depending upon the responsibilities of the post holder		
Policy and Procedures Relating to Safeguarding Children and Child Protection - This will include:		
Child Protection Policy and Part 1 of Keeping Children Safe in Education and Whistleblowing Safeguarding training - SBC		
Other Policies and Procedures - This will include:		
Policy and procedures relating to Behaviour		
Policy and procedures relating to Sickness Absence		
Policy and procedures relating to Leave of Absence		
Policy and procedures relating to Appraisal/Performance Management		
Bullying & Harassment Policy & Grievance Procedure		
Whistleblowing Policy		