NEW INDIAN SCHOOL, RAS AL KHAIMAH

STAFF INDUCTION POLICY

Aims of the Induction Programme

- Make all new staff feel part of the school team, understanding the ethos, philosophy and routines of the school
- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the staff member 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
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectation .
- The school induction policy Includes online safety in staff induction training and makes it a regular focus of professional learning needs.
- Conducting a monthly review of school community attitudes to online safety training with the Child Protection training that includes a staff component.
- Provide clear lines of references to employee assistance providers, union representatives, wellbeing representatives, and external agencies.
- Carry out audits of staff training needs.

THE INDUCTION PROCESS MAY INCLUDE:

A meeting with the Principal or senior member of staff

- Signing to the list of essential policies that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc, the designated mentor or supervisor

THE PERSON RESPONSIBLE FOR INDUCTION SHOULD:

Ensure that a new member of staff is made welcome

- Ensure that immediate needs are identified before taking up the position where possible

- Provide, if appropriate, a tour of the school and information about facilities, answering   questions and giving practical advice

- Ensure that an Induction Programme is provided, delivered and evaluated.
- They should ensure that an induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility and is tailored to each individual. All new staff will be given appropriate induction advice, training over a period of time and as necessary.
  Areas which should be considered are set out below.
    - Safeguarding children and child protection information
    - Health and safety procedures, Fire and emergency procedures
    - Designated HOD or supervisor
    - First aid
    - Code of Conduct
    - Staff Handbook
    - School Website
    - Policy documents
    - Assessment documents (recording, reporting, resources and procedures)
    - Information on whole school and year group data, including SEN
    - School administrative systems and procedures (for admin staff)
    - details of help and support available

Initial Induction Meeting – Teaching Staff

The Principal & SLT responsible for Induction of new teachers, will meet with them on the visit day to commence induction. This will continue once employment has commenced. Induction should be completed and signed off within the first four weeks of full employment.

Initial Induction Meeting – Non Teaching Staff

The Principal meets non-teaching staff on their first day of employment, when any questions will be answered. Each new member of staff will be allocated to a more experienced member of Support Staff, who will informally support and provide information about timetabling, routines and other day to day operational matters.

Other parts of the Induction Programme

All teaching staff attends regular staff and curriculum meetings. Non-teaching staff attend where appropriate. All staff will be allocated an informal mentor with whom they will meet twice (2nd & 4th Saturday) of every month. Class teachers will meet with Principal, SLT and support staff when necessary. HOD & Supervisor will meet new teachers before their job commences to discuss Curriculum policies and Schemes of work. They will also cover teacher assessment, record keeping and reporting to parents as appropriate throughout the year. The counselor responsible for Inclusion will discuss the Special Needs provision within the school with new teachers.

Areas with which Team Leaders may support/help newly appointed teachers:
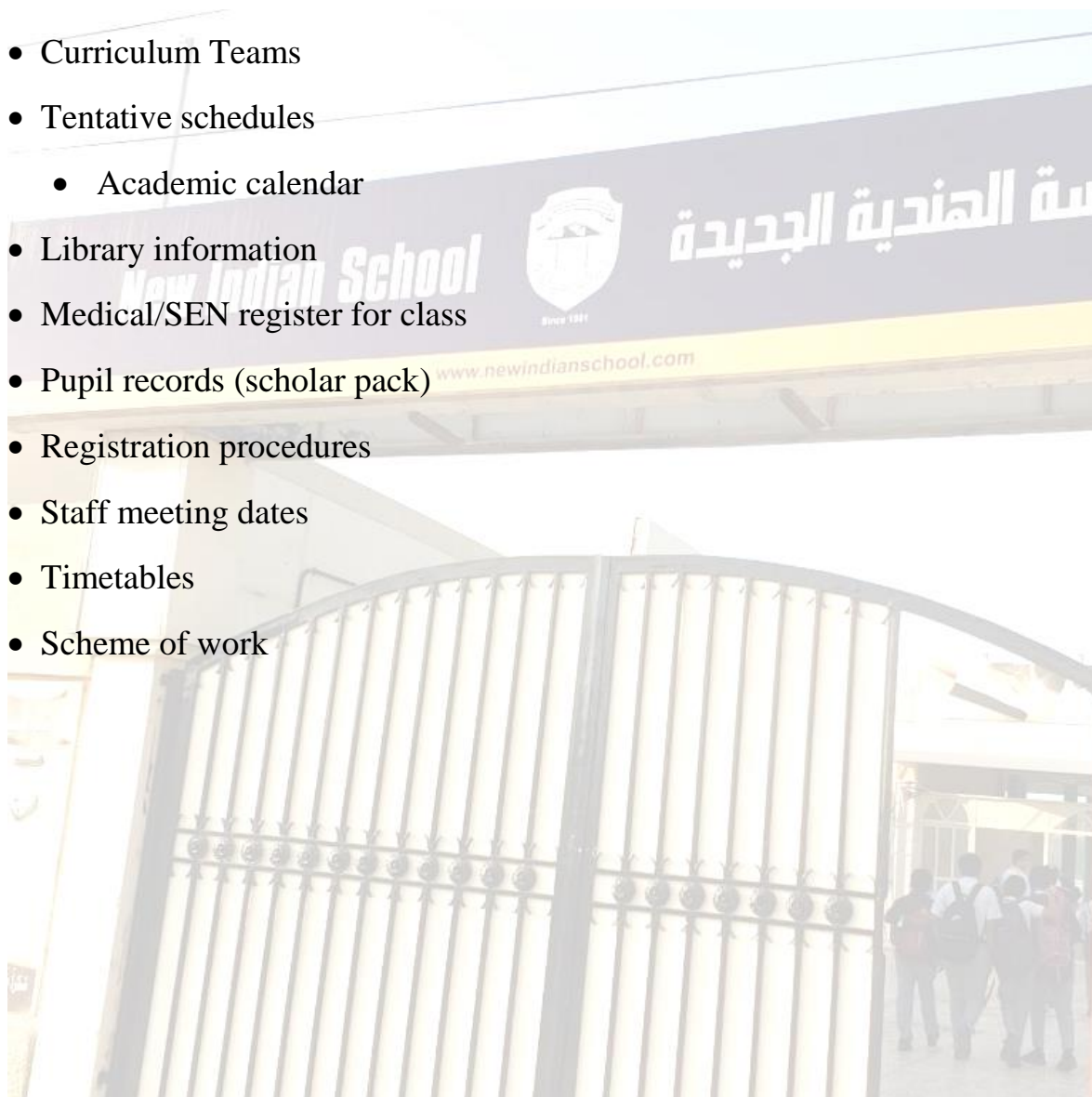
- Day to day organization
- Class and school routines
- Classroom timetables
- Behaviour policy and routines, including awards and sanctions
- Short term plans
- Initial and long term plans
- Year group use of exercise books
- Marking and presentation for the school/year group
- Record keeping – Scholar Pack
- Use of the photocopier
- Trips and visits
- Curriculum teams and wider-learning days/weeks
- Science & Art exhibitions.

Induction Resources for New Staff

Many of the policies will be available on the relevant school's website and all new staff and governors will be directed there in the first instance.
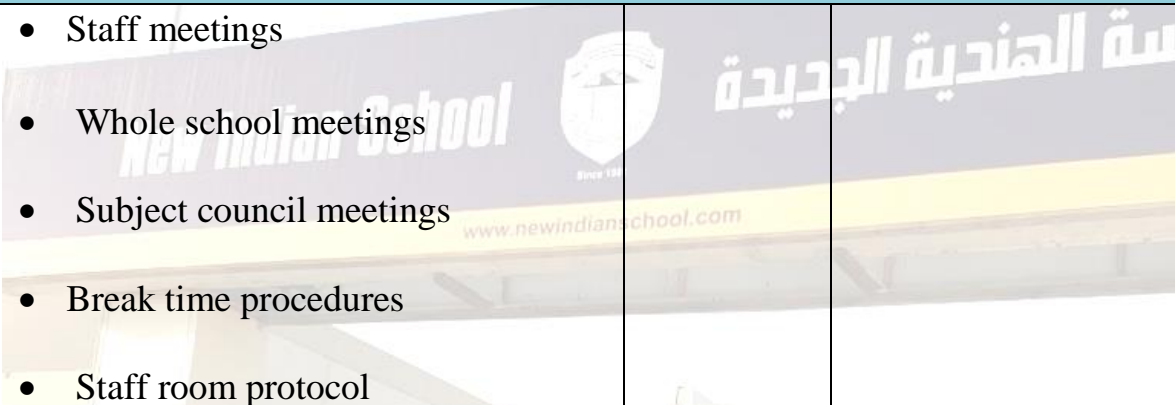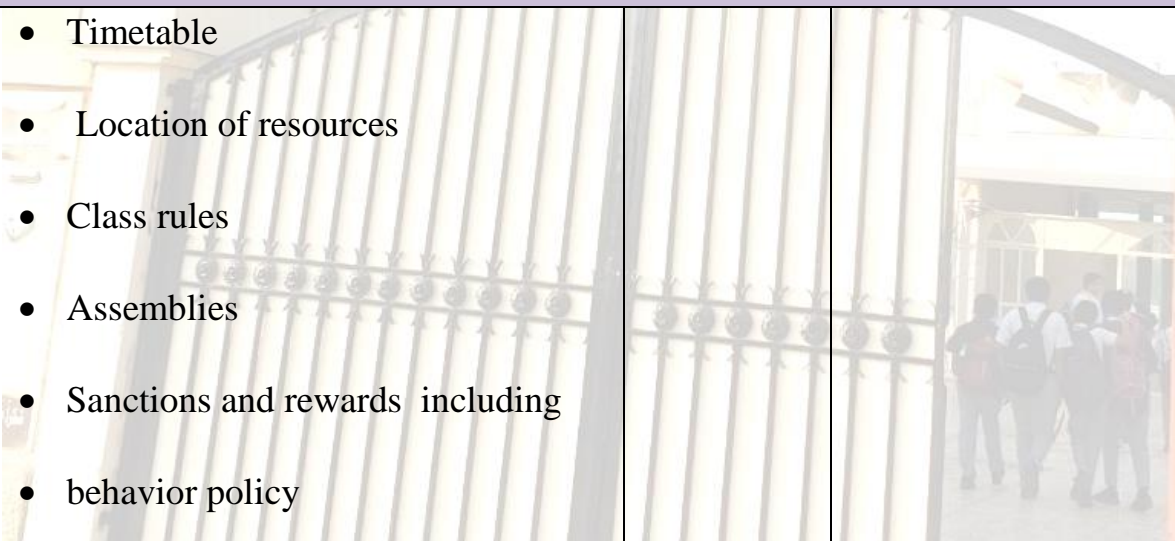
- Staff Handbook (this contains most HR policies)
- Child Protection Policy and Safeguarding Procedures
- Inclusion and Special Needs Policy
- School Development Plan
- Behaviour and Anti Bullying Policy
- Critical Incident Policy
- Lockdown Policy
- Educational Visits Policy

- Health and Safety Policy and Fire Evacuation Procedures

- Supporting Children with Medical Needs

- Code of Practice for Special Needs

- Use of Mobile Phones

- Class list

- Curriculum Documents Format

- Curriculum Teams

- Tentative schedules

  - Academic calendar

- Library information

- Medical/SEN register for class

- Pupil records (scholar pack)

- Registration procedures

- Staff meeting dates

- Timetables

- Scheme of work

Appendix 1   New Staff Induction Checklist

	Date	Comments
Welcome and introduction		
• Inform all staff of arrival of new employee and role • Allocate SLT/HOD Distribute induction program me to relevant staff • Welcome new employee and introduce to staff • Give important school calendar • Give names of people who will assist individual in key areas • Provide • o Job description/contract / Daily/weekly timetable		
Facilities		
• Car parking • Access to building and layout • IT Security codes • Staffroom including notice boards • Toilets • Photocopier		
Health and safety		
• Fire exits and fire extinguishers • First aid arrangements and Clinic • Child protection procedures • Visitors procedure • Protocols with parent and other helpers		

School vision/policies		
• Mission &Vision statement of School • Mode of Communication with parents,		
Training and development		
• Staff development Training • Appraisal (observation dates &evaluation) • Safeguarding training		
Protocols and meetings – draw attention in induction handbook to the following:		
• Staff meetings • Whole school meetings • Subject council meetings • Break time procedures • Staff room protocol		
Classroom		
• Timetable • Location of resources • Class rules • Assemblies • Sanctions and rewards including • behavior policy • Permission to leave classroom • Evaluation procedures & Marking • SEND information • Homework routines &Activity books		

• Home-school contact		
• Off-site visits& Study tours		

Appendix 2

(Induction of New Staff: Roles and Responsibilities)

School Role	Staff responsible for their induction on arrival	Management 'Line'
Vice Principal	Principal	Principal
Phase Leader	Principal	Principal
Teacher Assistant	HOD	Section Supervisor
Teacher	HOD	Section Supervisor
NQT	HOD	Section Supervisor
Office Assistants	Manager	Section Supervisor
Non Teaching Staff	Manager	Section Supervisor

Appendix 3

Induction Element	Completed	Notes
Meet inductor for introduction and tour of the school		
Check visa status and identity		
Introduced to team members and individual working environment		
Child protection and safeguarding training		
Confidentiality and information sharing protocols		
Given staff handbook, list of current staff and class list		
Use of personal mobiles, dress code and code of conduct		
Emergency, security and fire procedures communicated		
School behaviour and rewards systems explained and understood		
Met with staff responsible for leading on Teaching and learning re: curriculum and assessment		
Met with staff member for Inclusion re: special needs provision		
Met with staff member responsible for counseling & school clinic		
Directed to curriculum policies and IT Teams		

Essential policy documents given Safeguarding Policy (including Prevent • Action Plan) Inclusion Policy • Behaviour and Anti-bullying Policy • Health and Safety Policy		