Staff Induction Policy

Review frequency: Annual
Approval: Trust Board
Introduction

Noel-Baker Academy believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

The staff member responsible for Continuous Professional Development (CPD) for all staff is Richard George, Deputy Head teacher. This responsibility involves the co-ordination of the CPD programme and the additional responsibility for the induction of newly qualified teachers.

The programme will run for the first two terms of the person's appointment. On completion of this period a check-list will be signed and dated by the co-ordinator and the new member of staff.

All teaching staff will be offered a one-day induction programme before taking up the appointment. Support staff will be offered an induction programme applicable to their specific role. All staff will be involved in a whole Academy induction programme.

The Support Services Director, Dianne Fowke carries out an Induction Meeting for all new staff prior to commencement of employment—please see Appendix 1, for an overview of the information provided.

Teaching Staff

All staff will be briefed by their Director of Faculty as soon as possible after their appointment on issues relating to their role. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to the specific Faculty.

All staff will also have meetings with relevant senior staff. This will be, generally, organised on an annual basis and will take place prior to the commencement of the autumn term.

The programme should include:

- Briefing by the Headteacher;
- Curriculum Policy;
- Induction on key policies (Behaviour, Teaching and Learning, Homework, Assessments);
- Health and Safety Induction;
- Attendance/absence information;
- SEN;
- Professional Status;
- Roles and responsibilities;
- A guide through the Staff Guidance Handbook;
- Learning Resource Centre;
- Line management procedures;
- Pastoral system.

During the course of the year an induction programme will be organised that includes:
- Performance Management;
- Reports, report writing and Parents’ Evenings;
- Educational visits organisation;
- The role of governors;
- Professional development programme;
- Target setting, monitoring and evaluation.

Newly Qualified Teachers

Entitlement

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

- the opportunity to visit the Academy to meet the Headteacher, and members of the Senior Leadership Team (SLT);
- Directors of Faculty and other colleagues;
- the Academy Prospectus, Staff Handbook, Calendar and Policy documents giving details of organisation and procedures;
- the teaching timetable;
- curricular documentation and text books relating to teaching subjects;
- information about whole Academy equipment and resources available;
- explanation of the Academy Development Plan.

A mentor will be allocated who is responsible for planning and facilitating the Induction programme.

During the course of the first year the Academy will aim to provide:

- formalised observation schedule of experienced colleagues in the classroom;
- observation of agreed lessons by a member of the SLT or Director of Faculty, Head of Subject;
- effective written and informal feedback following the observation;
- visits to other Academys;
- opportunities to meet and have discussion with other NQTs and other recently qualified colleagues;
- opportunities for discussion on particular topics;
the opportunity to attend INSET provided for NQT’s.

Reports on progress

NQTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined in DfES Document 582/2001 Annex A.

The role of the mentor for NQT’s

The mentor for NQT’s is Richard George, Deputy Head teacher who will be supported by the relevant Director of Faculty/Head of Department. The mentor will:

- work in partnership with the NQT and use “The Career Entry Profile”, where appropriate, to identify targets, competencies and support for each term in the NQT’s first year;
- negotiate an Action Plan for the second year;
- meet formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week;
- meet informally when required to offer support and guidance.

Support Staff

All staff will be briefed by their Line Manager as soon as possible after their appointment on all aspects relating to their appointed position. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role. All staff will also be introduced to relevant senior staff.

The induction programme will include:

- Briefing by the Line Manager;
- Information relating to Academy/relevant department;
- Induction on relevant policies;
- Health and Safety Induction;
- Attendance/absence information;
- Roles and responsibilities;
- A guide through the Staff Handbook;
- Learning Resource Centre;
- Line management procedures;
- CPD opportunities/performance management process.

Annual Leave
Annual leave entitlement is allocated to full time members of support staff i.e. those who work during Academy time and Academy holidays (52 weeks a year). Details will be specified in your contract of employment.

Requests for leave should be negotiated directly with your Line Manager and be taken during the Academy holiday periods unless agreed specifically with the Head teacher.

The Finance Officer records staff members leave on annual leave cards and also on the computerised personnel/payroll system. Staff members can request a copy of the annual leave card if they wish to do so.

Term time staff should not take leave during Academy term time. If exceptional circumstances pertain then a request may be made directly to the Head teacher (in writing) for consideration. If granted, this leave may be unpaid.

All Staff

Hours of Work

Your hours of work will be specified in your job description.

Lunch Break

If you are entitled to a lunch break of 30 minutes for Support Staff, this should be taken between 12.20pm – 1.10pm Monday to Thursday or 11.35am – 12.25 Friday (Academy lunch breaks), or at a time negotiated with your Line Manager. The Catering Department sells a variety of hot and cold meals, snacks and beverages. Please speak to the ICT Systems office to register for the cashless payment system.

Staff Handbook

A comprehensive Staff Guidance Handbook is given to all staff on appointment. This includes:

Sickness Reporting

In the event of sickness absence, the following procedure applies;

Teaching Staff

Telephone the Cover Supervisor, Linda Taylor on **01332 861964** before 7.30am or text on **07946702448** and leave a message giving your reason for absence; including an indication as to when you expect to return to work. In the event of an emergency please telephone as soon as you are able.

If you wish to leave cover work for your classes you should contact the member of staff in your department responsible for setting work for absent colleagues.

*Only four planned absences are allowed each day. Absence Request Forms are available from the Support Services Office and should be completed in advance and returned to Deputy Head teacher, Stuart Nicol. Cover work for your classes should be left with your department.*
The cover list is published daily by Linda Taylor. It is e-mailed to staff and individual cover slips given to staff as appropriate.

If you need to leave the Academy site in an emergency, contact Linda Taylor to arrange cover. Inform a member of the Senior Leadership Team before signing out at reception.

**Support Staff**

If you are going to be absent for any reason, on the first day of absence, and on each day after (unless you obtain a medical certificate) please notify Cover Supervisor, Linda Taylor on **01332 861964 or text on 07946702448**. If Linda is not available you should leave a message on her voice mail giving a reason for your absence and an indication as to when you expect to return. Your Line Manager will be notified and inform staff concerned. In the event of an emergency please ring as soon as you are able.

Planned absence needs to be informed by completing a Leave of Absence Form which is available from the Support Services Office once completed you need to have the form signed by the Support Services Director, Dianne Fowke and inform your Line Manager and affected colleagues as soon as possible.

If you need to leave the Academy site in an emergency, inform your Line Manager and Linda Taylor plus colleagues as necessary. Sign out at reception.

If an employee;

- repeatedly fails to report sickness appropriately, they will be subject to the Academy’s Disciplinary Procedure;
- considers the illness arises from an accident at work they must notify the Head teacher or the Support Services Director to complete the relevant form;
- falls ill during the summer break (52 week contracts only) they must inform Linda Taylor by text on **07946702448**, or e-mail lindataylor@noel-baker.derby.sch.uk to ensure the absence is recorded.

All staff returning after an absence will have a return to work meeting with their team leader/Line Manager. If your illness continues for some time, it important that you establish regular contact with your Line Manager to keep them informed of your progress. This will enable the Academy to support you in your recovery and return.

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

In the case of serious illness, a referral to Occupational Health may be necessary to help ascertain the details of your illness and length of sickness time off involved.

Full information is provided in the Academy’s Sickness Absence Policy.

**Hospital, Doctors and Dental Appointments**

Employees should arrange Doctors/Dentists/Opticians visits to take place outside of normal working hours. However, when unavoidable, employees will be allowed time
off inside work time subject to the agreement of the Head teacher who will decide whether this will be paid or unpaid leave. Requests will be considered on an individual basis.

Hospital appointments are considered authorised absence and time off will be paid.

Employees will be required to provide their Line 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.

**Time Off for Medical Screening**

Necessary paid time off shall be granted to employees for the purposes of medical screening.

**Leave for Family or Personal Reasons**

Leave with/without pay may be approved for those occasions when employees need time off for dependants or 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.

This may be for:

- reasons where there has been a close family relation who has died, is ill, is injured, or assaulted, or gives birth;
- specific caring responsibilities;
- family emergencies;
- personal reasons.

For further information on leave of absence – refer to the Leave of Absence Policy

**Health and Safety**

As the employer, Noel-Baker Academy is responsible for your health and safety at all times during your employed hours. However, it is your responsibility as an employee to work with due care and attention for yourself, your colleagues, students and any visitors to the Academy, to ensure that health and procedures are followed correctly.

If you feel at any time that there is a health and safety issue within your Section/Department, you must contact your direct Line Manager immediately. If no action is taken, or you are dissatisfied with the response, you should refer the issue directly to Dianne Fowke, Support Services Director as soon as possible.

In the event of you or a colleague having an accident/incident during work hours which requires medical assistance, you should seek the nearest first aider (list detailed in your Staff Guidance Handbook). If the accident is serious and requires immediate medical attention, i.e. hospitalisation, you should contact the Academy Reception on extensions 280 / 281 immediately, who will telephone for an ambulance.
In either event, first aid incident forms must be completed immediately or as soon as is practically possible in order to log such incidences. Trish Yendall, Senior First Aider for the Academy will assist you with this paperwork.

All staff must ensure that they provide Dianne Fowke, Support Services Director with up to date information of their next of kin in case they need to be contacted in an emergency.

**Emergency Evacuation**

In the event of an emergency situation such as a fire or bomb alert, break the nearest fire point or notify the Reception on extensions 280 / 281 for them to contact a member of the Senior Leadership Team immediately and alert your colleagues.

The fire alarm will then be sounded, and you should immediately proceed to the nearest fire exit following the Academys Fire Evacuation procedure. You should familiarise yourself with these procedures and the evacuation route from your work area.

As part of your job, you may be allocated a role or emergency post to assist in these proceedings, follow the instructions you are given in such an event.

The Fire Evacuation procedures are displayed in all rooms and will be fully explained by your Line Manager.

**ICT**

If your duties involve using a computer, the Director of ICT will arrange for a member of the ICT team to set up your workstation and allocate you a username and password. All staff are required to ensure that they comply with the Data Protection Act in accordance with the Academy Data Protection Policy

**Associated Policies**

This policy should be read in conjunction with:

- Leave of Absence Policy
- Sickness Absence Policy
- ICT Acceptable Use Policy
- Health and Safety Policy
- Critical Incident Management Policy

All policies are available to view on the Academy website or from Dianne Fowke, Support Services Director.

**Induction of Supply Teachers and Agency Staff**

All new supply teachers and agency staff are given appropriate induction advice, training and resources by Lindsay Taylor, Cover Supervisor. This includes:

- safeguarding children and children protection
- health and safety
- fire and emergency procedures
- first aid
- code of Conduct
- behaviour management policy
- relevant information from the Staff Guidance Handbook;
- relevant information on curriculum, schedules and timetables

**Induction of New Governors**

An induction programme for new Governors is in place and a Handbook is available. The induction process will include:

- visit to Academy to include tour;
- meeting with the Link Governor regarding training needs;
- meeting with the Chair of Governors to explain committee structure, terms of reference etc.;
- induction course;
- organisation of first meeting;
- skills interest assessment;
- assessment of future development needs.

**Induction of Volunteers**

All new volunteers are given appropriate induction advice, training and resources by the Lead Person from the relevant department that the volunteer will be engaged with. This includes:

- safeguarding children and children protection
- health and safety
- fire and emergency procedures
- first aid
- code of Conduct
Appendix 1

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# Health and Safety

- Fire evacuation procedures:
  - Signage and escape routes
  - Raising the alarm
  - Assembly point

- First aiders and medical reporting location - *Staff Guidance Handbook*

- Accident reporting - *Staff Guidance Handbook*

- Risk Assessment Procedure

- Working with VDU’s brochure (if appropriate)

- Health and Safety Policy

- Smokefree Policy

- Digital Projector Health and Safety Guidelines – *Staff Guidance Handbook*

# Terms and Conditions

- Times of the Academy day - *Staff Guidance Handbook*

- Working time – hours/weeks

- Staff Absence Procedures and Leave of Absence Policy

- Absence/sickness procedure – *Staff Guidance Handbook*

- Holidays - *Staff Guidance Handbook*

- Requesting special leave

# Financial Procedures

- Salary – payment date and method

- Tax and NI

- Pension

- Union

# Training

- CPD and Personal Development
**General Information**

- Toilet facilities
- Staff prep rooms
- Tea making arrangements/facilities
- Catering provision
- Lunchtimes

**Sourcing Documentation**

**Staff Guidance Handbook** contains:
- Child Protection Academy Procedure
- Health and Safety Guidelines
- Procedure for Reporting Accidents
- Risk Assessment Procedure

**Information within your induction pack**

- Site Map
- Internal telephone numbers
- Child Protection Policy
- ICT Acceptable Use Policy
- Data Protection Policy
- Fire Evacuation Procedure
- Working with VDU’s brochure
- Health and Safety Policy
- Smokefree Policy

- Sickness Absence Policy
- Teacher Pension Information
- List of all Academy Policies
- Care First Information
- Calendar of Academy events are the VLE

**Note – Academy Policies**

A paper or electronic copy of the Academy policies can be obtained from Dianne Fowke, Support Services Director, Ext 213, or alternatively all policies are available on the Academy VLE by clicking the Old VLE tab, then the Staff Area tab and then select Staff Handbook. All policies are constantly reviewed and will be subject to change on a continual basis.

I confirm that I have received induction training and I am in receipt of documentation and Academy policies detailed above:

Employee (Signature): .................................................................

Employee (Please print): ..............................................................

Support Services Director (Signature): ........................................

Support Services Director (Please print): ......................................

Date: .........................................................................................