



Copnor Primary School **B3. Induction Policy**

Rationale

We believe that all staff should fully understand, support and share our ethos.

We believe induction to be an essential part of every staff member's development and that it should be undertaken at the earliest opportunity. It is essential that all induction programmes cover safeguarding and radicalisation in line with KCSIE, Sept 2020 and with "The Prevent Strategy", June 2015.

Aims

To help staff feel comfortable and settle into their new role and to ensure their effectiveness within that role.

To maximise all opportunities for development so that members of staff feel valued.

Staff should be:

- Welcomed into the school and onto the staff
- Have the school ethos shared with them
- Ensure that support mechanisms are in place and understood
- Identify areas for development as early as possible.

Staff support network for newly-appointed members of staff

We believe it is important that all staff see it as their role to support each other, but all staff will have an identified person responsible for their induction

Staff member new to role	Leader responsible for induction
Newly Qualified Teacher (NQT)	Deputy Headteacher and appointed induction tutors
Teacher	Year Team Leader
Year Leader	Head of School
Head Teacher	Governors and appointed HT mentor
Deputy Headteacher	Headteacher
Admin officer	Headteacher
Office Staff	Admin Officer
Caretaker	Headteacher
Teaching Assistants	Inclusions Officer
Senco/Inclusion officer	HT and Deputy Headteacher
Cleaners	Caretaker
Cooks	HT
Supply Teachers	Deputy Headteacher
Music Teachers	Deputy Headteacher and Office Admin
Governors	HT and Chair
Parent helpers	Deputy Headteacher
Temporary staff	Deputy Headteacher /Site Manager
Student Teacher	Deputy Headteacher

Meeting with Headteacher/ Head of School

Any new member of staff will be welcomed to the school and have a meeting with the Head or Deputy Headteacher within the first week. The meeting is designed so that the following points can be explained

- The staff member's job description
- The school structure chart
- Safeguarding

- The school policies and procedures
- The main focus areas for school improvement and how the new member of staffs role fits into these

Within the first full week of post all staff members will have had a Child protection meeting with the HT (DOSEC) and all aspects of Health and Safety (including fire practice and procedures) will be explained.

We believe each newly appointed member of staff is entitled to a full induction programme. Copnor Primary School has a full induction policy in place within the school, which aims to ensure all new members of staff are fully inducted and have the opportunity to be developed professionally.

Exit Interviews

On leaving the school, each staff member is entitled to a full exit interview with the Headteacher, or to a confidential reply to HR if they would prefer.

Policy updated: September 2020

Review Date: September 2021