**The Induction Programme**

**Induction Programme**

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

* a statement of training needs, in particular Child Protection and Health and Safety
* a training timetable
* a checklist of the policies and procedures to be understood
* details of help and support available
* a diary of meetings
* details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

Induction programmes should be tailored to specific individuals. 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 post holder.

**Supply Teachers and Agency Staff**

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the induction lead.

This should include:

* Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
* Health and safety
* Fire and emergency procedures
* First aid
* Code of Conduct
* Behaviour policy
* Relevant information from the Staff Handbook;
* Relevant information on curriculum, schedules and timetables

**Teaching Staff including Teaching Assistants**

All new staff should be given appropriate induction advice, training and resources by the Induction Lead. This should include:

* Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
* Health and safety
* Fire and emergency procedures
* First aid
* Code of Conduct
* Staff Handbook
* School Development Plan
* Year group long term planning documents
* Assessment advice, recording, reporting, resources and procedures
* Class and set lists
* Information on whole school and year group resources, including ICT
* Timetables
* SEN information

**Administrative Staff**

All new staff should be given appropriate induction advice, training and resources by the office Bursar. This should include

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

**Cleaning/Caretaking/Kitchen Staff**

All new staff should be given appropriate induction advice, training and resources by the site manager. This should include:

* Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
* Health and safety
* Fire and emergency procedures
* First aid
* Code of Conduct
* Staff Handbook
* Specific job related training such as manual handling, use of ladders, kitchen safety etc

**Midday and Cover supervisors**

All new staff should be given appropriate induction advice, training and resources by the Senior Lunchtime Supervisor. This should include;

* Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
* Health and safety
* Fire and emergency procedures
* First aid
* Code of Conduct
* Staff Handbook
* Specific job related training such as behaviour management and roles and responsibilities

**Volunteers**

All new volunteers should be given appropriate induction advice, training and resources by the Induction Lead.

This should include:

* Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
* Health and safety
* Fire and emergency procedures
* First aid
* Code of Conduct