



Date	Review Date	Coordinator	Nominated Governor
May 2017	May 2020	Associate Head	Chair of Resources

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education Act 1996
- Standards and Framework Act 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Children Act 2004
- Education & Inspections Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We believe it is essential that we have in place clear induction procedures to provide all newly appointed staff with a programme of structured support and guidance so that they can integrate successfully into the school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide newly appointed staff with a structured programme of support and guidance.
- To ensure that newly appointed staff are introduced to school policy and procedure.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Induction Mentor;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring all policies are made available to parents;

Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;

Role of the Induction Mentor

The mentor will:

- lead the development of this policy throughout the school;
- provide guidance and support to:
 - ☐ Teaching Staff
 - ☐ NQTs
 - ☐ Supply Staff
 - ☐ Learning Support Staff
 - ☐ Administrative Staff
 - ☐ Lunchtime Assistants
- organise an **induction day** with a new member of staff when the following documentation will be discussed in depth:

Documentation	New Staff				
	Teachers	NQTs	Learning Support Staff	Administrative Staff	Lunchtime Assistants
School Web-site	▪	▪	▪	▪	▪
Staff Handbook	▪	▪	▪	▪	▪
Safeguarding Policy	▪	▪	▪	▪	▪
Alcohol and Drugs Misuse Policy	▪	▪	▪	▪	▪
Anti-bullying and Anti-harassment at the Workplace Policy	▪	▪	▪	▪	▪
Continuing Professional Development Policy	▪	▪	▪	▪	▪
Dealing with Allegations Against School Personnel Policy	▪	▪	▪	▪	▪
Disciplinary Procedure Policy	▪	▪	▪	▪	▪
Dress Code Policy	▪	▪	▪	▪	▪

Northern Parade Schools – Induction of New Staff

Grievance Procedure Policy	▪	▪	▪	▪	▪
Health and Safety Policy	▪	▪	▪	▪	▪
Evacuation of the School Building Policy	▪	▪	▪	▪	▪
Medical and First Aid Policy	▪	▪	▪	▪	▪
Health and Wellbeing of School Personnel Policy	▪	▪	▪	▪	▪
Lone Workers Policy	▪	▪	▪	▪	▪
Performance Management Policy	▪	▪	▪	▪	▪
SEN Policy	▪	▪	▪		
Staff Absence Policy	▪	▪	▪	▪	▪
Whistle Blowing Policy	▪	▪	▪	▪	▪
School Improvement Plan	▪	▪	▪		
Schemes of Work	▪	▪	▪		
Assessment, Recording and Reporting Procedures	▪	▪	▪		

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- help in the induction process by making new staff welcome in this school;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
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Role of Pupils

Pupils will:

- be aware of and comply with this policy
- be polite and well behaved at all times;
- show consideration to others;
- help in the induction process by making new staff welcome in this school;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- be informed about any new member of the school personnel;
- be asked to take part periodic surveys conducted by the school;

Raising Awareness of this Policy

Northern Parade Schools – Induction of New Staff

We will raise awareness of this policy via:

- the Staff Handbook;
- meetings with school personnel;

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Linked Policies-on the school web-site

- Alcohol and Drugs Misuse
- Dealing with Allegations against School Personnel
- Dress Code
- Grievance Procedure
- Health and Safety
- Health and Well-being of School Personnel
- Lone Workers
- Performance Management
- Staff Absence and Leave
- Whistle Blowing

Headteacher:		Date:	
Chair of Governing Body:		Date:	