



**PensMeadowSchool**

*Living, Growing, Learning*

# Induction Policy

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MAY 2023

NEXT REVIEW DATE: MAY 2024

Staff Responsible: Deputy Headteacher

## Introduction

This policy has been specifically tailored to meet the needs of all adults who are coming to work at Pens Meadow School. It is flexible in that it comprises a programme of activities capable of being applied to adults whose experience and qualifications may vary and who may hold differing positions within school. The difference in role and position will be reflected in the recommended activities and record forms.

## Aims

This policy aims to:

- Ensure that all relevant policies and documents including the schools Safeguarding Policy, Staff Code of Conduct and Part 1 of latest Keeping Children Safe in Education have been received and that the individual understands the content within each.
- Provide appropriate information about the school, its pupils, and procedures/routines to ensure a smooth transition into the staff team;
- Ensure that all adults working at Pens Meadow School are fully conversant with the aims of the school and understand the values underpinning these aims;
- Ensure that all adults are confident in asking for and receiving support.

## Induction Process

### Early Career Teachers

It is a statutory requirement that all teachers obtaining Qualified Teacher Status (QTS) must undergo an induction period of three terms or equivalent if part time, during which they will undertake a programme of monitoring and support alongside an assessment of performance in line with the Teachers' Standards (updated in June 2013).

The Teachers' Standards which the Early Career Teachers will be required to meet will cover areas such as planning, teaching, classroom management, recording and reporting and professional requirements.

All ECTs enter the profession with a task to complete 2 years Early Career's Framework. They are supported by a mentor with whom they will meet regularly. At Pens Meadow School we have followed ECF provided by Ambition, Hales Valley Trust. ECTs have 80% timetable to allow them to work through Early Career's Framework.

Along with the Head, an Appropriate Body (Dudley LA) is responsible for an ECT's training and supervision during induction. It is the Appropriate Body which decides whether an NQT has met the Induction Standards based on the Head's recommendation.

The Professional Mentor will primarily deliver the Induction Programme. However, the relevant TLR will be largely responsible for the induction of the new teacher into departmental procedures and practices and it is envisaged that the TLR will also be involved in the gathering of evidence for assessment, e.g. via lesson observation. In addition, it is hoped that other members of the department may feel able to offer support as unofficial mentors to the new teachers. The framework for the induction programme is laid down in the Induction Standards from 1 September 2012. Prior to taking up the appointment, the ECT will make one or more initial visits to the school during which the new teacher meets with the Professional Mentor and the relevant TLR for an introduction to the school, department, and induction procedure

respectively. The NQT will be provided with the schools Safeguarding policy, staff code of conduct and a copy of Part 1 of latest Keeping Children Safe in Education.

### ***Further information on induction for Early Career Teachers can be found in Early Career Teacher Induction Policy***

#### Permanent Staff

Prior to any appointment, candidates are invited to visit Pens Meadow School and will be provided with information in the form of a school prospectus. Candidates are also encouraged to visit the school website for additional information.

Once appointed, staff may visit the school to meet with their line manager, before taking up the post. On beginning their new appointment, they will be allocated a named induction mentor who will be responsible for the induction process under the overall supervision of the induction co-ordinator (DHT). They will also be allocated a named pastoral lead.

The induction programme comprises of four key elements:

#### *1. Introduction to our school expectations, procedures and documentation including familiarisation with key legislation (Appendix 1)*

All new staff are given an induction folder which contains compliance documents, including the Code of Conduct. The location of key policies and documents used within school are emailed to new staff along with a Teams Directory. The key policies also contain articles and background reading on several conditions/syndromes. All new staff meet with either the head teacher or deputy head teacher on introduction to ensure they fully understand expectations as outlined in the Staff Code of Conduct.

#### *2. Meetings with key personnel*

The aim of these meetings is to get to know and understand the roles and responsibilities of other people within school and the contribution they make. It also enables new staff to gain a greater understanding of their individual roles and the part they can play in promoting the school's ethos and culture.

#### *3. Life in the Classroom*

Due to the complex nature of all of the pupils at Pens Meadow School, it is vital that new staff fully familiarise themselves with individual pupil clipboards. These contain a variety of information about pupil communication strategies, behaviour, health, risk assessments and school targets.

#### *4. Regular meetings to evaluate progress*

A probationary period is usually for 6 months and is a contractual obligation for those employees covered within the scope of this policy. It is a period whereby the performance, attitude and conduct of a new member of staff is monitored and reviewed to ensure that they meet the standards required of them under their contract of employment. Failure to monitor

and review the employee during the probationary period will result in the period being null and void for dismissal purposes.

The way in which performance including capability, attitude and conduct is assessed will vary depending on the responsibilities of each employee's job, grade and work environment but will normally include:

- Quality of work performance
- Quantity of work
- Flexibility of the employee
- Customer care attitude and performance
- Commitment to safeguarding children / child protection procedures
- Attendance, timekeeping and health record
- Reliability
- Relationship with other employees
- Initiative
- Conduct and behaviour
- Observance of appropriate Health and Safety policies and procedures

A probationary period includes 3 formal review meetings with the employee and their immediate line manager.

#### Long Term Supply/Student/Volunteer Induction

In accordance with statutory guidelines, all staff, including temporary staff and volunteers, are provided with induction training that includes: the school's Safeguarding Policy, the Staff Code of Conduct, the identity of the Designated Safeguarding Lead and a latest copy of Part One of Keeping Children Safe in Education.

Pens Meadow School encourages a variety of people including ex-pupils to return as volunteers to continue to develop their work-related learning skills. Where a volunteer's level of cognition is such that they would be unable to read, process and understand the induction paperwork, then we request that this is signed on their behalf by an advocate (parent, PA etc.).

#### All Other Adults including short term supply/work experience

All other adults working in school are expected to adhere to the school safeguarding policy and procedures including following the school code of conduct. A 'meet and greet' session takes place on arrival into school, where these expectations are shared (Appendix 3). A member of staff gives a tour of the building and an overview of class procedures and processes. 5

#### Governor Induction

Newly appointed governors receive general information from Dudley MBC Governance regarding their role and responsibilities.

They also receive a copy of a Handbook for School Governance that is tailored specifically for Pens Meadow School Governors. (This forms part of the Financial Management Standards in Schools and a copy can be obtained from the School Business Manager.)

The Chair of Governors is responsible for the induction of new governors.

## Appendix 1

### Permanent Staff Induction

#### Welcome to Pens Meadow School

We hope that you have found the information provided useful and this has given you the opportunity to familiarise yourself with the expectations, systems and processes here at Pens Meadow School. You have been issued with the following documents, either paper form or via email with information as to where they are found on teams.

As a school we take our responsibility to safeguard our pupils seriously and understand that staff need to be equipped in order to carry out this role. The documents provided will form the basis of your training at Pens Meadow and we ask all staff to sign for their receipt.

I confirm that I have been issued with the following documents. I understand that it is my responsibility to read, understand and follow the information given. I know that if I have any questions about the information given that there are several people I can speak to.

| Compliance documents                       | Policies  |
|--|---|
| Emergency contact details                  | Safeguarding                                      |
| Staff acceptable use agreement             | Online Safety                                     |
| GDPR                                       | Acceptable Use of Mobile Technology               |
| Fire instructions                          | Managing Allegations against Staff or Volunteers  |
| Declaration of business interests          | Whistleblowing                                    |
| Absence Memo/Forms                         | Behaviour for Life and Learning                   |
| Code of Conduct                            | Total Communication Policy and Information Pack   |
| Roles and Responsibilities                 | Administration of Medication                      |
| How to register for e-learning             | Intimate Care                                     |
| Probationary Assessment Form (if required) | Marking, Annotation and Feedback                  |
|  | Positive Touch                                    |
|  | Educational Visits                                |
|  | Minibus Protocol                                  |
|  | Health and Safety of Pupils on Educational Visits |
|  | Probationary Policy for Non-Teaching Staff        |

I confirm I have read, understood, and will abide by the above documents issued to me.

|        |  |
|--------|--|
| Name   |  |
| Role   |  |
| Signed |  |
| Date   |  |

Appendix 2  
Supply Staff Induction

**Welcome to Pens Meadow School**

We hope that you have found the information provided useful and this has given you the opportunity to familiarise yourself with the expectations, systems and processes here at Pens Meadow School.

As a school we take our responsibility to safeguard our pupils seriously and understand that the adults working with our pupils need to be equipped in order to carry out this role. The documents provided today will form the basis of your safeguarding awareness at Pens Meadow School and we ask all staff to sign for their receipt. Any safeguarding concerns should be passed onto the Designated Safeguarding Lead **Michal Pawlowicz** or **Marie Hunter** or **Alison Austin** in his absence.

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- I confirm I have had sight of Pens Meadow Schools Safeguarding and Child Protection Policy and Staff Code of Conduct via my booking agency. These documents can be found on our school website [www.pens-meadow.dudley.sch.uk](http://www.pens-meadow.dudley.sch.uk)
  - I confirm that I have been issued with the documents below.
    1. **School Visitor Safeguarding Guide**
    2. **Pens Meadow School Fire Instructions**
    3. **Data Protection Training Handout**
  - I understand that it is my responsibility to read, understand and follow the information given. I know that if I have any questions about the information given that I should speak to the class teacher in the first instance.
  - I agree that the following processes have been completed.
    - I have handed in my DBS and photo identification to a member of staff for verification.
    - I have read and signed the schools Confidentiality Agreement.
    - I have read and signed Child Care Self Suitability Declaration Form.
    - I have read and signed the School Risk Assessment -Visitors and Supply Staff
    - I have completed the emergency contact details

Name: .....

Role: .....

Signed: .....

Date: .....

## Appendix 3

### Student/Work Experience/Volunteer Induction

#### Welcome to Pens Meadow School

We hope that you have found the information provided useful and this has given you the opportunity to familiarise yourself with the expectations, systems and processes here at Pens Meadow School.

As a school we take our responsibility to safeguard our pupils seriously and understand that the adults working with our pupils need to be equipped in order to carry out this role. The documents provided today will form the basis of your safeguarding awareness at Pens Meadow School and we ask all staff to sign for their receipt. Any safeguarding concerns should be passed onto the Designated Safeguarding Lead **Michal Pawlowicz** or **Alison Austin** in his absence.

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I can confirm that I have taken part in an induction “meet and greet” at Pens Meadow School and have been issued with the following documents **BY EMAIL**. I understand that it is my responsibility to read, understand and follow the information given. I know that if I have any questions about the information given that I should speak to the class teacher in the first instance.

- |  |                       |
|--|-----------------------|
| 1. Safeguarding policy and leaflet             | 9. Map of sites       |
| 2. Pens Meadow School Fire Instructions        | 10. Term dates        |
| 3. Pens Meadow Staff Code of Conduct           | 11. Dress Code        |
| 4. Privacy Notice                              | 12. Smoke Free Policy |
| 5. Staff acceptable use policy (if applicable) |                       |
| 6. Online safety policy (if applicable)        |                       |
| 7. Keeping Children Safe in Education          |                       |
| 8. Guidance for Safer Working Practice         |                       |

I agree that the following processes have been completed.

- I have handed in my DBS and photo identification to a member of staff for verification.
- I have read and signed the schools Confidentiality Agreement.
- I have read and signed Child Care Self Suitability Form.
- I have completed the emergency contact details
- Student Risk Assessment
- A member of staff has given me a tour of the building and an overview of class procedures and processes.

Name : .....

Role : .....

Signed: .....

Date: .....

## Appendix 4

### Staff – Hours of work outside school hours

Pens Meadow School.

As a school we take our responsibility to safeguard our pupils seriously and understand that the adults working in our school need to be equipped in order to carry out this role.

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I confirm that I have been issued with the following documents. I understand that it is my responsibility to read, understand and follow the information given. I know that if I have any questions about the information given that I should speak to my line manager in the first instance.

1. Safeguarding leaflet
2. Pens Meadow School Fire Instructions
3. Pens Meadow Staff Code of Conduct
4. Any safeguarding concerns should be passed onto the Designated Safeguarding Lead, Michal Pawlowicz or Marie Hunter or Alison Austin in his absence.

I agree that the following processes have been completed.

Name:

Role:

Signed:

Date: