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**ANDOVERSFORD PRIMARY SCHOOL**

# Induction Policy

**Date Ratified: 27.02.2023**

**Signed on Behalf of the Governing Body:**

**S. Hewlett**  
**Chair of Governors**

**Date for Review: February 2025**



# **ANDOVERSFORD PRIMARY SCHOOL**

## **Induction Policy**

### **The Induction Programme**

Induction is an essential part of joining the Team at Andoversford Primary School. We recognise that a successful induction programme leads to improved staff satisfaction and well-being, as well as greater efficiency and performance. Induction enables new staff to feel secure and settled, and gives existing staff an opportunity to communicate the vision and practice of the school, thus ensuring the smooth transition of values and expectations, whilst maintaining team-work and a sense of togetherness.

An Induction Programme is organised for all new members of the school staff, at whatever level they may be joining. However, the individual activities within the Induction Programme will vary according to the job role.

### **Aims of the Induction Programme**

- Ensure all new staff feel part of the Andoversford team, understanding the ethos, values, systems and routines
- Explain the school's Safer Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them
- Provide Child Protection and Safeguarding Training and Information – including outlining an individual's responsibilities
- Provide information and training on key school Policies and Procedures, particularly those in which immediate actions might need to be taken, for example Fire Evacuation.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Identify and address any specific training needs

This policy also applies to volunteers and governors who will receive a tailored induction programme which will include the necessary information, training, and guidance for the individual to fulfil their role.

The Headteacher, along with line managers and mentors are responsible for monitoring the progress and professional development of newly appointed staff. Their role includes guiding new members of staff through the school documentation, ensuring they gain knowledge of whole school issues and for organising appropriate support meetings. Training on Safeguarding Children and Child Protection will occur in every induction programme. The Induction Programme will be cross-referenced to the requirements for Early Career Teachers and probationary periods for support staff, as appropriate. Induction is a dynamic and evolving process which could take weeks or even months, depending on the role. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for information and help – however big or small.

Prior to starting employment, the headteacher will organise a visit day to commence the induction process. This includes information about Curriculum policies and Schemes of work. For newly-appointed teachers, the headteacher will also organise appropriate planning and handover meetings with existing members of staff to ensure they know what is expected of them.

**The Induction Programme** should cover the following where appropriate:

### **The school**

- Information about staff including their responsibilities and lines of communication (for example who to turn to for help?)
- A Map or plan
- Expectations of the school environment, including behaviour, tidiness and display in different areas of the school
- General Pupil Profile of the school with more detailed information linked to specific pupils in the group/class (for example: Pupil Premium, ethnicity, Education Health Care Plans, Special Educational Needs and/or Disabilities)
- Basic routines, procedures and documents outlined in the Staff Handbook

### **Pastoral Organisation**

- Behaviour Policy, including use of rewards and sanctions
- General principles of pupil care and guidance
- Assemblies
- Safeguarding and Child Protection Plans and Training

### **Other Information:**

- Day to day organisation
- Class and school routines
- Classroom timetables
- Behaviour policy and routines, including awards and sanctions
- Curriculum Overview Resources
- Year group use of exercise books
- Marking and presentation for the school/year group
- Record keeping
- Use of the photocopier
- Trips and visits

### **Governors**

Governors are an important part of the school and need time to acquaint themselves with policies and other key documents. New Governors will have an induction programme organised by the chair of Governors and will have access to coaching or mentoring through their first year.

### **Induction Documents for New Staff**

Many of the policies will be available on the relevant school's website and all new staff and governors will be directed there in the first instance.

- Staff, Governor, Supply or Volunteer Handbook
- Child Protection Policy and Safeguarding Procedures
- Inclusion and Special Education Needs Policy
- School Development Plan, which includes meeting and training dates and agendas
- Behaviour and Anti Bullying Policy
- Health and Safety Policy
- Fire Evacuation and Lockdown Procedures
- Supporting Children with Medical Needs
- Planning Templates
- Holiday dates
- Class list, including Assessment, Medical, SEN information
- Login information to the school server, emails and web-based resources

## Induction Checklist for New Staff

Induction Element	Date Completed	Notes
I have met the Headteacher for visit day		
I have been given access to school resources, including technology, passwords and access codes		
I have been introduced to existing team members and my working environment		
I have completed the Pre-Employment checks with the School Business Manager		
I have been given a date for Child Protection and Safeguarding Training		
I have discussed content of Staff Handbook with the headteacher and raised any questions I have		
I understand the Fire Evacuation and Lockdown Procedures		
I understand the Health and Safety Policy and how it relates to my work environment and the wider school		
I understand the behaviour and rewards systems		
I have met with existing staff members to support planning, assessment and reporting systems		
I have had a handover with key information about pupils' needs including SEND and medical needs		
I have worked with the headteacher to identify any immediate training needs		
I know where to find curriculum documents and templates		
I have read and understood the essential policy documents		
I have signed the annual permissions		
I know who is conducting my appraisal and have met with them to set targets		

## Induction Checklist for new Governors

After an appointment a new Governor should:	Date Completed	Notes
I have visited the school for a tour and to meet members of staff		
I have explored the information available on the school website		
I have had an initial induction meeting with the Chair of Governors and received the GCC Governor Welcome Pack and Andoversford Governor Handbook		
The Chair has shared information about the general role of Governors and how our Governing Board works specifically		
I have access to a governor email address and to the shared governor resources on DropBox		
I have read a copy of the last minutes the most recent Headteacher's Report		
I have met with a colleague governor to find out more about key school documents such as the School Development Plan		
I have read and understood the Governors Code of Conduct		
I know the names and contact details of all other Governors		
I have visited the school to find out more about day-to-day routines, for example by attending an assembly, having a school lunch or visiting a class		
I have shared my details with the Clerk so that the Governance section on the school website can be updated		
I have completed DBS and identity checks with the School Business Manager		
I have completed a Declaration of Interests Form		
I know the dates of the FGB meetings for this year		
I know where to access statutory policies		
I have a date for New Governor training		
I have discussed any training needs with the Chair and have examined the upcoming training opportunities within the LA		
I have completed my first Governor Monitoring activity with another governor		
I have been allocated a specific governor role or monitoring area		