



Tilian Staff Induction Policy

1. Introduction

1.1. This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

1.2. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The induction programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The induction programme should be cross-referenced to the ECT induction requirements and probationary periods for support staff, as appropriate.

1.3. The induction process will:

- Provide information and training on the school's policies and procedures;
- Provide Child Protection training and assess its effectiveness;
- 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;
- Explain the school's Code of Conduct to ensure that all employees, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations;
- Identify and address any specific training needs.

1.4. The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered;
- An induction timetable;
- Details of help and support available;
- Details of work shadowing, if appropriate;
- A diary of induction meetings;
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

2. Tilian Induction Pack

[Click here to view the Tilian Induction Pack](#)