

Hanover Street School



Staff Induction Policy (Including Procedures for Employees who are Leaving)

<u>Relevant Performance Indicators</u>		
<i>HGIOS 4 & HGIOELCC Quality Indicators</i>	1.4	<i>We have supportive induction policies and procedures for all staff</i>
<i>Health and Social Care Standards (2017)</i>	3.19	<i>My care and support is consistent and stable because people work together well.</i>
	3.20	<i>I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.</i>
	4.19	<i>I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.</i>
	4.23	<i>I use a service and organisation that are well led and managed.</i>
	4.24	<i>I am confident that people who support and care for me have been appropriately and safely recruited.</i>

Policy Written By	In Consultation With	Date(s) of Review & Changes Made	Date of Next Review	Signature(s)
Gillian Forbes, Depute Head Teacher	Aberdeen City Council Policies & Staff	February 2020 September 2020 (updated new start checklist)	February 2021	<i>Gillian Forbes</i>



Contents

1. Rationale
2. Aims of Staff Induction
3. Responsibilities - Who Supports New Members of the Team?
4. Induction Process
5. Exit Meetings and Procedures for Leaving Employees

Appendices

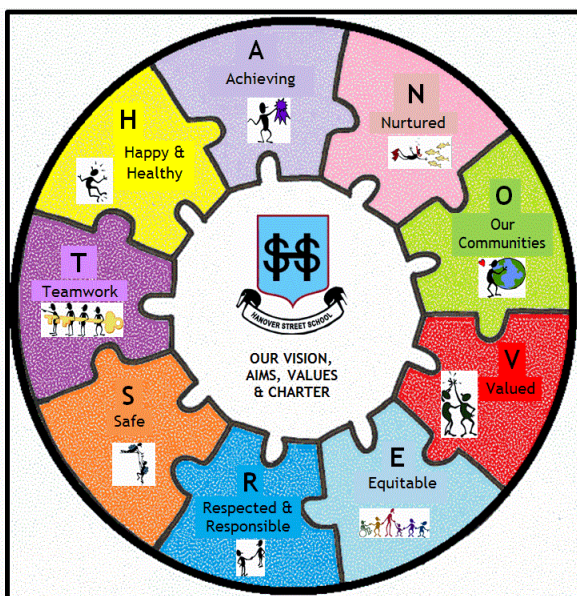
- 1a. Suggested List of Induction Pack Contents – Teaching Staff
- 1b. Suggested List of Induction Pack Contents – Nursery Staff
- 1c. Suggested List of Induction Pack Contents – Non-Teaching Staff
- 1d. Suggested List of Induction Pack Contents – Students/Volunteers

1. Rationale

Staff are our most expensive and valued resource. It is important to invest fully in staff and consequently, the induction programme is planned and budgeted for by the Senior Leadership Team.

Hanover Street promotes a nurturing whole school approach to the life, work and wider community aspects of the school. It promotes teamwork and valuing each member of the team, be those new or long-standing.

“T” is for Teamwork” is part of our school vision and values.



In creating this policy, there will be a clear framework for staff induction to be used to induct any new staff at Hanover Street School. As a quality induction programme is the first part of any establishment's staff development programme, this policy will involve all staff; teaching and non-teaching.

2. Aims of Staff Induction

We aim to:

- make all staff feel welcome and at ease in their new environment.
- allow new staff to understand the ethos of the school and to observe good practice so that it can be reflected in their own work.
- enable new staff to settle happily into school so that the quality of learning experienced by the children can be maintained and improved.
- empower new staff to make a full contribution, taking on all their responsibilities as soon as possible.
- foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place.



3. Responsibilities - Who Supports New Members of the Team?

At Hanover Street School staff induction operates under the direction of the Head Teacher and/or Depute Head Teacher (the Senior Leadership Team (SLT)).

Induction is there to help, reassure, guide, counsel, inform and listen. It is responsible for monitoring the progress and professional development of newly appointed staff, guiding new staff through the school procedures/documentation, for organising appropriate support meetings and dealing with whole school, class or individual issues.

Induction is a team effort:

- The mentor of a newly appointed team member has an important role in the induction programme. This colleague acts as a 'friend', guide, supporter and adviser on a day-to-day basis, as well as sharing planning on a weekly and termly basis.
- The induction of a new Head Teacher is the responsibility of the Quality Improvement Officer and the Depute Head Teacher.
- Curriculum co-ordinators (e.g. Literacy, Numeracy, Health & Wellbeing, Science, etc.) will give information, support and advice about the curriculum.
- In the nursery, the Depute Head Teacher, Class Teacher and Senior Early Years Practitioner (SEYP) will play a role in the Induction Programme for Early Years Practitioners (EYPs). They are responsible for integrating new staff into the nursery team and familiarising them with nursery routines and procedures.
- The Senior Leadership Team is responsible for induction of new Pupil Support Assistants into the team.
- All other staff in school are involved in the induction of any newly appointed staff. All staff assist in welcoming and integrating a new colleague into the Whole School Team. They share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any queries they might have.
- The Head Teacher recognises the necessity for allocation of funds from the school budget in order to finance the time and resources for staff induction. Where necessary, the school might need to budget for supply cover so that the Senior Leadership Team/Mentors can spend time with new staff in the classroom and/or in discussions/meetings, and for new staff to attend any necessary training out with school.



4. Induction Process

After a successful interview and appointment, the Head Teacher will welcome the new colleague to the school and answer any questions.

As a basic initial introduction to the school, staff members will be made aware of the following documents (either paper or electronic versions).

These may include:

- Staff Handbook (detailing staff list, school vision, responsibilities, etc)
- [Child Protection Policy](#)

On starting in post, members of staff will work together with the SLT in working through Aberdeen City Council's "[New Start Checklist](#)".

Alongside this, an induction pack will be explained and discussed fully in induction meetings.

Depending on the roles of staff, different induction materials will be provided. Suggestions for these materials are included in appendices 1a, 1b, 1c, 1d.

5. Exit Meetings and Procedures for Leaving Employees

At Hanover Street School, we aim to support employees who have chosen to leave their role. As far as possible, exit meetings will be held to recognise efforts, as well as to gather feedback and information from the leaver's experience, skills and knowledge.

This may take the form of a leaver's debrief, knowledge capture surveys and leavers forms, as per Aberdeen City Council's procedures:

<https://peopleanytime.aberdeencity.gov.uk/employee-relations/managing-leavers/>



Staff Induction Policy

(Including Procedures for **Employees who are Leaving)**

APPENDICES



Appendix 1a - Suggested List of Induction Pack Contents:

Teaching Staff

Policies and guidance as detailed in "[Getting to Know You Checklist](#)", and

School Organisation, Ethos & Relationships	Communication Methods & I.C.T. Information:
<ul style="list-style-type: none"> Induction Booklet Containing: <ul style="list-style-type: none"> • School Vision, Aims and Charter • Important Telephone Numbers/Email Addresses • School Calendar (Staff meeting dates, INSETs, holidays, etc.) • Staff Structure/list ----- • Positive Behaviour Policy • Anti-Bullying Policy • Nurture Statement • School Policies File & Policy Calendar • School Development Plan/Curriculum Teams • ASN info/register • Timetables/Class List 	<ul style="list-style-type: none"> • Newsletters • Website • ICT – Service Now Portal, Emails • Education network • Abernet.org • Novell • Core HR • https://aberdeencitycouncil0365.sharepoint.com/ • Ed City, Bug Club, Big Maths • SEEMIS • Class Dojo • School You Tube Channel • GroupCall/Xpressions • Whole School Staff WhatsApp Group
Health & Safety	Curricular Information:
<ul style="list-style-type: none"> • Child Protection Policy and Safeguarding Procedures • Emergency Evacuation Procedure • Health and Safety Policy • Security • Medical and First Aid Procedures • Educational Visits Policy • Registration Procedures • Childsmile Procedures (see Infection Prevention & Control Policy) 	<ul style="list-style-type: none"> • Planning Formats • Pupil Records • Assessment • Recording • Reporting • Monitoring Teaching & Learning
Community Partnerships	Training and Development:
<ul style="list-style-type: none"> • ASDA, Morrison's, Sainsbury's • Citadel • Sheltered Housings • TOTAL • List on Google Drive 	<ul style="list-style-type: none"> • GTCS/SSSC • Online Interactive Learning • Eventbrite • Identify training needs, book onto relevant training • Continuous Review & Development • Support and Supervision
Other organisation	
<ul style="list-style-type: none"> • Union/social reps • tea/coffee money • extra-curricular activities • payroll/timesheets 	



Appendix 1b - Suggested List of Induction Pack Contents:

Nursery Staff

Policies and guidance as detailed in “[New Start Checklist](#)”, and:

School Organisation, Ethos & Relationships	Communication Methods & I.C.T. Information:
<ul style="list-style-type: none"> Induction Booklet Containing: • School & Early Learners' Vision, Aims and Charter • Important Telephone Numbers/Email Addresses • School Calendar (Staff meeting dates, INSETs, holidays, etc.) • Staff Structure/list ----- • Positive Behaviour Policy • Anti-Bullying Policy • Nurture Statement • Key Worker Policy • School & Nursery Policies Files & Calendars • School & Nursery Development Plan/Nursery Staff Champions • ASN info/register • Timetables/Class List 	<ul style="list-style-type: none"> • Newsletters • Website • ICT – Service Now Portal, Emails • Education network • Abernet.org • Novell • Core HR • https://aberdeencitycouncil0365.sharepoint.com/ • Ed City, Bug Club, Big Maths • SEEMIS • School You Tube Channel • GroupCall/Xpressions • Whole School Staff WhatsApp Group • Nursery Team Facebook Messenger Group
Health & Safety	Curricular Information & Community Partnerships
<ul style="list-style-type: none"> • Child Protection Policy and Safeguarding Procedures • Emergency Evacuation Procedure • Health and Safety Policy • Security • Medical and First Aid Procedures • Educational Visits Policy • Registration Procedures • Nursery Risk Assessments • Snack Routine & ASDA Order • Tidy/Cleaning Routine • Health & Hygiene Folder • Infection Prevention & Control • Childsmile 	<ul style="list-style-type: none"> • Planning Formats • Pupil Records • Assessment • Recording & Reporting (Observations) • Monitoring Teaching & Learning ----- • ASDA, Morrison's, Sainsbury's • Citadel • Sheltered Housings • TOTAL • List on Google Drive • Health Visitors, etc
Training and Development:	Other organisation
<ul style="list-style-type: none"> • GTCS/SSSC • Online Interactive Learning • Eventbrite • Identify training needs, book relevant training • Continuous Review & Development/Support & Supervision • ELC Academy • Aberlour Booklet • Core Training Requirements 	<ul style="list-style-type: none"> • Union/social reps • extra-curricular activities • payroll/timesheets •



Appendix 1c - Suggested List of Induction Pack Contents :

Non-Teaching Staff

Policies and guidance as detailed in "[New Start Checklist](#)"

School Organisation, Ethos & Relationships	Communication Methods & I.C.T. Information:
<ul style="list-style-type: none"> Induction Booklet Containing: <ul style="list-style-type: none"> • School & Early Learners' Vision, Aims and Charter • Important Telephone Numbers/Email Addresses • School Calendar (Staff meeting dates, INSETs, holidays, etc.) • Staff Structure/list ----- • Positive Behaviour Policy • Anti-Bullying Policy • Nurture Statement • Key Worker Policy • School & Nursery Policies Files & Calendars • School & Nursery Development Plan/Nursery Staff Champions • ASN info/register • Timetables/Class List 	<ul style="list-style-type: none"> • Newsletters • Website • ICT – Service Now Portal, Emails • Education network • Abernet.org • Novell • Core HR • https://aberdeencitycouncil0365.sharepoint.com/ • Ed City, Bug Club • SEEMIS • School You Tube Channel • GroupCall/Xpressions • Whole School Staff WhatsApp Group • Nursery Team Facebook Messenger Group
Health & Safety	Relevant Curricular Information & Community Partnerships
<ul style="list-style-type: none"> • Child Protection Policy and Safeguarding Procedures • Emergency Evacuation Procedure • Health and Safety Policy • Security • Medical and First Aid Procedures • Educational Visits Policy • Registration Procedures • School & Playground Risk Assessments • Snack Routine & ASDA Order • Tidy/Cleaning Routine • Health & Hygiene Folder • Infection Prevention & Control • Childsmile 	<ul style="list-style-type: none"> • Planning Formats, Pupil Records (e.g. reading progression) • Assessment (e.g. TalkBoost, Reading Assessments) ----- • ASDA, Morrison's, Sainsbury's • Citadel • Sheltered Housings • TOTAL • List on Google Drive • Health Visitors, etc
Training and Development:	Other organisation
<ul style="list-style-type: none"> • GTCS/SSSC • Online Interactive Learning • Eventbrite • Identify training needs, book relevant training • Continuous Review & Development/Support & Supervision • ELC Academy • Aberlour Booklet • Core Training Requirements 	<ul style="list-style-type: none"> • Union/social reps • Extra-curricular activities • Payroll/timesheets



Appendix 1d - Suggested List of Induction Pack Contents:

Students/Volunteers

All contents of Adult Helper Policy:

<https://hanover.aberdeen.sch.uk/wp-content/uploads/2019/12/Adult-Helper-Policy-February-2019-Review-August-2020.pdf>,

and

School Organisation, Ethos & Relationships

Induction Booklet Containing:

- School Vision, Aims and Charter
 - Important Telephone Numbers/Email Addresses
 - School Calendar (Staff meeting dates, INSETs, holidays, etc.)
 - Staff Structure/list
-
- Positive Behaviour Policy
 - Anti-Bullying Policy
 - Nurture Statement
 - Timetables
 - Adult Helper/Volunteer Policy
 - Other information/school policies, as appropriate/required