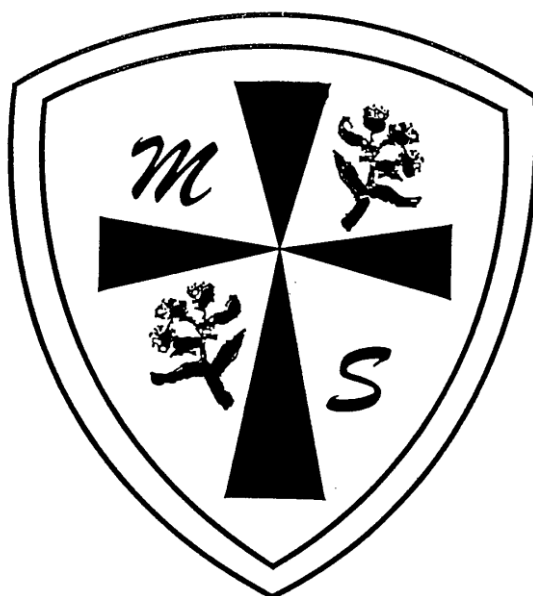


Marcham CE Primary School



STAFF INDUCTION POLICY

Date Agreed with Governing Body: 18 June 2025

Date of next review: June '27

Signed..... Chair of Committee/Governors

Signed..... Headteacher

Marcham CE Primary School **Staff Induction policy**

The school's aims and ethos

At Marcham CE Primary School, our aim and purpose is summed up in our mission statement: "to achieve excellence in education in a safe, caring, collaborative community where Christian Values are integral and learning is fun". We are a caring and happy school that encourages everyone, both children and staff, to give their best.

We seek to create and support a culture where everyone is a learner and lifelong learning is a feature of the school. We aim to deliver high quality teaching, where all children can access and engage with a broad, balanced and creative curriculum that addresses their interests, provides appropriate challenges and is differentiated according to their needs.

Our vision for Marcham CE Primary School is based on a foundation of Christian values and principles which include respect, honesty, caring, tolerance, courage, co-operation, and unity. They form the basis of the spiritual, social, intellectual, emotional and moral development of our children. These values are addressed through specific lessons, assemblies and acts of worship, but we also embed these ideals throughout the whole curriculum. We encourage the whole school community to take greater responsibility for their own behaviour, actions and learning. As adults, we lead by example and demonstrate to the children that we care for them, have a positive perception of them, understand their feelings and listen to their views. We strive to create a positive climate for all within the school, where everyone is valued and respected and where disrespectful attitudes and actions are challenged should they arise. It is important, as the children grow up, that they learn to choose, develop and deepen their own positive values and consider the implications of their choices in relation to themselves, the communities of which they are a part and society at large. Our vision is for our pupils to become confident, independent learners, able to contribute actively in a fast-changing, vibrant society.

In order to ensure our vision is maintained, we aim to support and integrate new staff – both teaching and non-teaching - to their role at Marcham CE Primary School by providing an induction programme, which will:

- involve a combination of monitoring, support and assessment, tailored to individual needs;
- build on knowledge, skills and achievements and take account of areas for development;
- provide continued professional development relevant to identified individual needs.

Purpose of this policy

The Governing Body and the headteacher of Marcham Primary School believe it is essential that all new staff receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new staff are given the necessary information and support to fulfil their role with confidence.

The induction process is designed to:

- Welcome new staff so that they can become quickly integrated and productive members at the earliest opportunity;
- Ensure that new staff receive appropriate background information on the school and current issues;
- Ensure that new staff are aware of the school's aims and priorities as set out in the school's Improvement/Development Plans, and their contribution to achieving those aims;
- Provide instruction and training to enable them to understand the organisational context of their job;
- Ensure that new staff are aware of relevant Health & Safety Regulations, Employment Policies and other administrative procedures;
- Offer opportunities for new staff to ask questions about the school and their role.

This process is seen as an investment, leading to more effective teamwork and progress towards a shared vision for the school's progress and success.

Procedure

For us at Marcham, what happens before staff are employed is crucial. We adhere to a rigorous and thorough process of screening and checks prior to employing staff. They are made very much aware of our safeguarding procedures and appointments are confirmed only when appropriate references have been received.

Once an appointment has been made, there will be four elements to the induction process:

- a) Initial induction discussion
- b) Staff Induction Handbook
- c) Safeguarding/Risk assessment training
- d) Expectations in light of GDPR requirements

This process is for teachers and support staff alike. Details of each procedure are as such:

a) **Initial induction discussion** – within a week of joining the staff.

Staff will meet with the Headteacher to go through both the Learning and Teaching and the Health and Safety induction checklist, which complements the staff handbook. This will also be the opportunity to go through the job description and answer any queries arising from the Induction Pack, should it be necessary. Information about access to policies not included within the induction pack or a part of this discussion will also be given at this point.

b) New staff will receive an **Induction Pack** within the first two week of joining the school, consisting of:

- The Staff Induction Handbook (updated at least annually – June/July)
- An appendix of related policies and documents (see list at end of this policy)
- The latest OFSTED report
- The latest SIAMS report

A member of SLT will go through the handbook with them and confirm that all the related policies have been read.

c) In-house **safeguarding training** will take place if the staff member has not been trained before: the Headteacher has been trained so to do. However, any opportunity for training from an external agency will be exploited. **Risk assessment** information, explained as a part of the induction discussion, may also be undertaken as training should the previous experience or specific role of the staff member deem it necessary. This may be conducted through our SafeSmart Health and Safety Compliance Management software.

d) We continue to work towards full compliance of GDPR requirements. This policy, with the sharing of information and the possibility of the communication of personal data, fully recognises the importance of close monitoring in order to avoid breaches or unnecessary/insecure storage of data. On termination of employment all ICT equipment must be returned to the Headteacher and any details of system logons provided so that they can be disabled.

Related policies and documents

Anti- bullying
Behaviour
Collective Worship
Child Protection and Safeguarding pupils (and working practices)
Curriculum map
Data Protection policy
Dealing with allegations of abuse against staff.
Dignity at Work

Equality
Guidance on the use of social network sites
Health and Safety (Pt IV) and appendix to H & S policy
ICT acceptable use policy
Learning and Teaching
SEND
Appraisal policy for teachers and Headteachers
Stress at work
Teachers' Standards
Teacher Assistants' standards
Whistle-blowing