Ditton Primary Academy

Induction and CPD Policy and Guidance

Non-Statutory

Ratified: June 2023

Next Review Date: June 2024

Policy Responsibilities and Review

Policy type:	School
Guidance:	This policy meets the framework of the CPD strategy set by WPAT
Related policies:	See section on broad guidelines for list of policies and processes related to this document
Review frequency:	Annually
Committee responsible:	Local Governing Committee
Chair signature:	Adopted under Chairs action Dr Denise Lee
Changes in latest version:	n/a

Contents

Rationale

Once an appointment has been made it is appropriate to ensure a newly recruited staff member should have a clear induction process that addresses training needs, introduction to systems, procedures, and policies and has some supervision and mentoring capacity identified.

This meets the framework of the CPD strategy set by WPAT offering a supportive and bespoke training map for all employees.

It confirms that the individual fully understands what the school expects of them leaving no room for any claim that they were unsure of the boundaries of acceptable and unacceptable behaviour or were unaware of established procedures.

Purpose

- Confirm the conduct expected of staff within the school
- Support individuals in a way that is appropriate for the role for which they have been engaged
- Provide training and information about the school's policies and procedures
- Provide an opportunity to recognise any concerns or issues about the new member of staff at the outset and act on them immediately
- Provide clear code of conduct with supportive procedures
- Be committed to safeguarding pupils where good standards of behaviour are valued
- Promote staff confidence to record and report concerns with the knowledge that there will be appropriate follow up
- Actively promote and maintain an ethos of mutual respect, openness and fairness throughout the school population

Broad Guidelines

- The induction process for staff may have some variation, since the induction of teaching staff, teaching assistants, office staff, midday supervisors etc. will need to be tailored to requirements
- The induction process will consist of:
  - statement of training needs ○ training timetable agreed with line manager
  - all policies and procedures to be read and understood ○ details of available help and support, including identification of a mentor

Staff induction begins with the requirement that a new member of staff reads and signs the school's Code of Conduct (within the schools Behaviour Policy).

Every new member of staff shall be assigned a mentor.

Induction of supply teachers / Student teachers / Volunteers / Contractors and work experience students will follow a slightly different induction process than that outlined for permanent staff. This induction will be identified from their induction check lists.

New members of staff will be required to:

1. Familiarise themselves with the suite of safeguarding policies as follows: behaviour management, intimate care, E-safety and the safeguarding and child protection.

2. Familiarise themselves with safe practise standards files, held within each classroom.

3. Attend and complete safeguarding and child protection training appropriate to the role.

4. Read the full Keeping Children Safe in Education (KCSIE) document and sign off.

5. Know who the Designated Senior Leader for child protection is and their deputies and the procedures for logging/raising concerns.

6. Supply and voluntary support will be provided with a document that indicates the information about school's procedures relating to:
    - code of conduct
    - safeguarding pupils
    - health and safety

7. The school will monitor the recruitment and induction process. Proactive monitoring will include:
    - conducting exit interviews
    - providing new recruits with child protection training and assessment of its effectiveness.

Staff Induction will include these elements
- Code of Conduct
- Induction Policy & Guidance, including completion of checklist and training plan
- Staff Disciplinary Policy & Guidance
- Grievance Policy and Guidance
- Appraisal Policy
- Staff Handbook
- School Development Plan
- School Staff Organisation Chart

Safeguarding Policies and Procedures
- Behaviour Policy and Behaviour for learning support pack
- Safeguarding & Child Protection Policy
- Whistleblowing Policy
- Health & Safety Policy
- Educational Visits Policy
- Supporting Children with Medical Conditions Policy
- Map of Fire Points
- Guidance for Safe Working Practices are held in classrooms

WPAT Induction and CPD Checklist and Record

Newly inducted staff member to sign each element

Name:	Job Title:
Induction Manager:	**Mentor:**
Line Manager:	**Employment Date:**

	Initial & date when complete
Welcome to Ditton Primary Academy **Headteacher / Deputy:** Janette Pyne/Graeme Bourque/Catherine Hubball • Explanation of the induction process • Introduction to members of the school and outline of roles (in particular – Designated Senior Leader (DSL) and deputies for safeguarding & Child Protection, Behaviour Lead, Fire Marshalls and First Aiders) • Tour of the building • Code of Conduct discussed and signed	
Understanding the Organisation Phase **Leader** • School Structures - Staff roles and responsibilities, including line managers & team leaders • MAT/Governors/Trust Structures • Discussion of the Trust's/School's values and guiding principles • Discussion of the Trust and School's Development Plans • BP2W surveys and team membership • Privacy Notice	
Conditions of Employment **Business Manager:** Alison Campbell • Sign contract of employment, including salary, hours of work, induction of NQTs, holidays and pay arrangements • Signing in/out procedures and site security • Internal communications systems • Staff sickness absence reporting • Diary and Email access confirmed • Cover arrangements/school diary • Evacuation procedures, fire alarm & emergency exits • Location of asbestos containing materials within building • DSE assessment as needed (prolonged and regular users only)	

Team Procedures Line manager: • Class review, including vulnerable children, SEN/EHCP, medical needs etc. • Class timetable development • Aware of pupil registration, attendance and lateness procedures (Attendance Officer) • Aware of child protection procedures within school • Discuss Special Needs Procedures, if appropriate include SENDCO • Explain paper and electronic storage of data • Tea/coffee/lunch arrangements	
• Resources: storage, availability etc. • Team meeting & other important dates • Communication with parents including parent evening & reporting and parental concern recording procedure • Safe practices in the classroom files and risk management • Curriculum on a page, planning files (LTP/MTP KO) environment expectations etc. • Agreed timetable of new starter training- see below.	

School Policies & Procedures
These MUST be read and then discussed with your line manager. These are available on the website and/or available from Trust or school office. Key for the induction process are:
   • Behaviour Policy and Behaviour for learning support pack
   • Staff Handbook
   • Safeguarding & Child Protection
   • Whistleblowing Policy
   • Lockdown Policy
   • Health & Safety Policy
   • Education visits policy, procedures and risk assessments
   • Medicine administration policy, procedures for pupils
   • Accident and near miss recording
   • Appraisal Policy
   • Grievance Policy
   • Staff Disciplinary Policy & Guidance
   • Curriculum Statement
   • E- safety
   • Asbestos Management Plan	

Do you have any further needs to complete your induction into WPAT? **Action for:** ☐ ☐ ☐ ☐ ☐	
My induction programme has been fully completed. Signed: Date: (Line manager) (Employee) Signed: Date: 	
Original copy to be placed on Human Resource file.	

New Starter Personal Training Plan:

		Agreed timetable	Completed/ Actions
ALL STAFF	**NATIONAL COLLEGE: Child Protection** • Child Protection an introduction to thematics • Keeping Children safe in education (KCSIE) 2022 updated course • Child Protection for staff in regulated activity roles – part 1 • Child Protection for staff in regulated activity roles – part 2 • CPoms/Edaware • Safeguarding Manual of Instruction **Behaviour management** • Behaviour Basics **NATIONAL COLLEGE: Health & Safety** • H & S basic awareness • Basic GDPR • Fire safety • First Aid basics • Administration of medicines • Risk Assessments • E Safety **MIS SYSTEMS** • Arbor • School Meals	First half term within 1 month	

IN ADDITION TEACHERS	**Behaviour management** • Classroom Problems • Reinforcing Structures and Routines • Behaviour Policy **Curriculum** • Metacognition (6 hours) • Curriculum Manual of Instruction **WPAT Webinars-** Curriculum training delivered by CEO and subject leaders	3-6 months of start date	
	MIS Systems • Arbor • School Meals • Trello • Edukey • Little Wandle • Boom Reader **EYFS** • Neli • Wellcomm • RBA • Tapestry		
ECT/NQT	**ECF** **Curriculum Manual of Instruction**		
SENDCO	**Send Qualification**		
DSL	**DSL Level 3 qualification** **Knowledge of KCSIE**		
ADMIN	**Arbour** **PSF** **School Ping** **Gateway** **Inventry** **Any Comms DFE** **Sign In** **Communications** **Outlook/Phone/Sharepoint/Onedrive**		

SUPPORT STAFF	**Ready to Progress Maths**		
WELFARE STAFF			
	Identify additional training needs here.		