

## Induction Policy July 2023

Policy lead:	Hannah Ferris & Vikki Reeves
Date:	July 2023
Review Frequency:	Every 2 years
Review Date:	July 2025
Governor Agreement:	

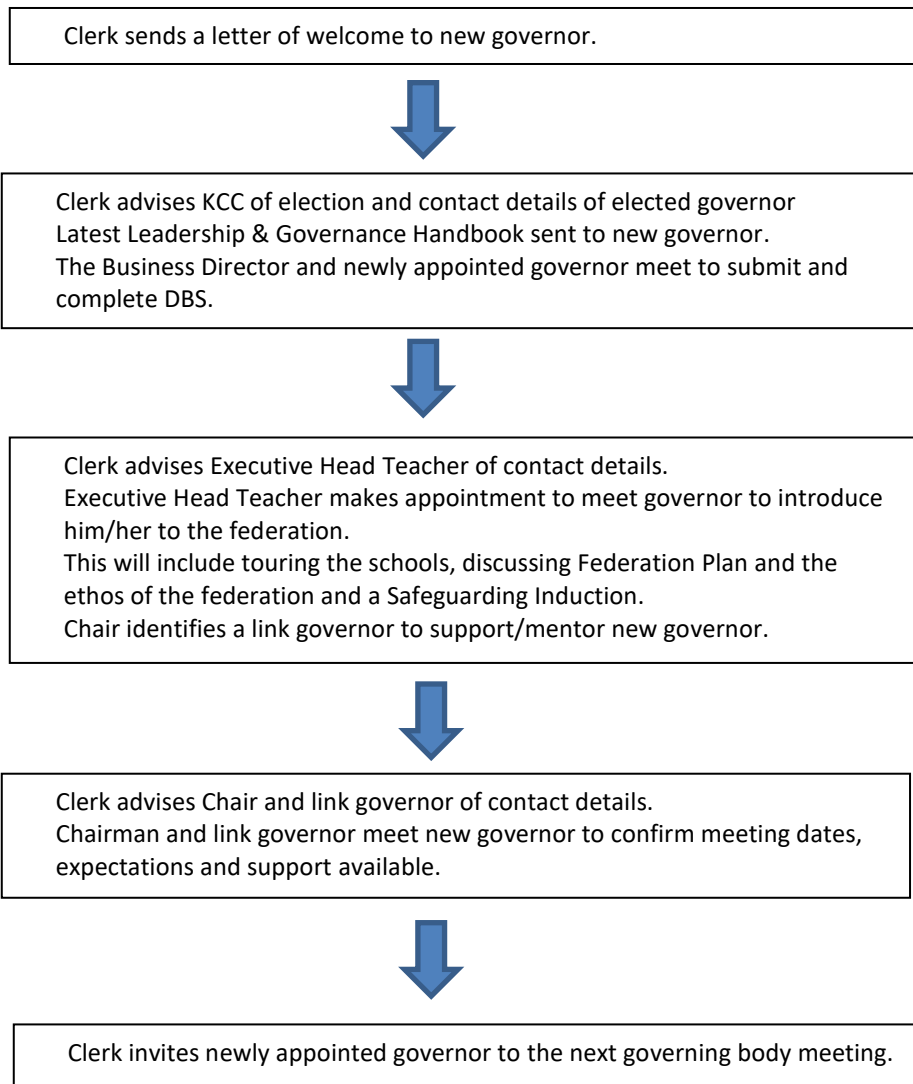
## **Aims of the Policy**

This policy applies to all children, employees and also, as appropriate, to volunteers, agency staff and governors. All people joining the Lightyear Federation, will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. The policy shows a clear procedure, in a flow diagram, for inducting every new member of our federation family and a tick list to ensure that all relevant information is covered and who is responsible.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any transition. The arrangements made for introducing a child, new employee, volunteer or governor to the duties of the post, and to the federation as a whole, provide the foundation for successful and safe transition.

## Induction of a Governor



### Induction Checklist Governor

Name	
Designation	
Date Started	
DBS Number	
Induction Complete – Governor Sign Off	
Induction Complete – Chair of Governor Sign Off	

## Induction of a New Child in Year

The admissions officer will arrange all tours around the school; tours to be given by KS2 children and a member of the Office Team.



All In-Year Casual Application forms to be collected by attendance/admissions officer, who will look at the admissions policy to offer spaces to a child. Once a space becomes available, attendance/admissions officer will inform the Executive Head Teacher and Head of School of the child's name and school which they currently attend.



The Executive Head Teacher/Head of School will contact the current school and inform the admissions manager when complete.



The attendance/admissions officer will then contact the family and complete all parts of the 'In-Year Starter's Checklist (Appendix 1). They will ensure the FLO is aware and a home visit is offered. If SEND are disclosed at any point, a member of the Inclusion Team will also be invited. During the Home Visits the 'Home Visit sheet' will be completed.



Home Visit sheet to be shared by the FLO with all relevant staff and the attendance/admissions officer to email all staff about the new child's start date. A copy will also be saved in the pupil's electronic file.



Class Teacher or Pastoral Support Team member to contact the family after 1 week to ensure they have settled well.

## Induction of a Reception Child

Document checks are completed for all new children starting in reception, as allocated by KCC.



Home visits are organised for June or July, along with nursery visits. More frequent or extended meetings will be offered for children with additional needs (SEND/CP/Early Help/Complex Social Needs)



Stay and play sessions will be offered to all children and families.



Each school has a bespoke transition plan to help the children to settle into their new school environment and learn the routines of the school day. Parents will be informed by their chosen school of the arrangements specific to their child.



During the stay and play sessions, parent information afternoons are offered, focusing around daily routines, communication and talk, phonics, maths, learning through play and a general question session.

# Induction of a Volunteer

Volunteers will be given a request to volunteer form to be filled in and given to the FLO. If they request via email and electronic version may be sent.



The FLO will send information to the volunteers to ensure they are aware of the roles of the volunteer within the school and that they can meet the required standards of the school and children.



The FLO will pass on the details to the Business Director who will request DBS checks. A cost of £20 will be contributed by the volunteer, which will be reimbursed after 3 months if they are still volunteering in our school regularly.



The FLO will book in an induction with the Safeguarding & Pastoral Director, which will happen once a term.



Teachers will be made aware termly of the volunteers who will be in school and Safeguarding & Pastoral Director coordinates distribution of volunteers.

Name	
Designation	
Date Started	
DBS Number	
Induction Complete – Volunteer Sign Off	
Induction Complete – SPD Sign Off	

## Induction of a Staff Member

Once appointed, the Business Director will start to fill out the Induction checklist and arrange the induction with the Safeguarding & Pastoral Director. SPD will coordinate SLT greeting if unavailable. SPD will coordinate Office Manager and Estates Manager induction. If the newly appointed staff member is the Safeguarding & Pastoral Director, another member of SLT will complete the induction.



On the morning that the new staff member starts in the school or the following day, they will have their initial induction with the Safeguarding & Pastoral Director and will be assigned a staff mentor to support them through getting to understand their role. If a teacher has an induction day prior to starting, this will be completed then.



Teaching Assistants - The class teachers from the phase will speak to the teaching assistant about their role in the classroom and the different children they have, including any interventions.

Teachers - The Phase Leader will talk to the teacher about children, planning, preparation, interventions, data, curriculum and their role in the classroom and school.

Non-teaching staff – The Line Manager will spend time discussing the routines and systems they need to use to do their job effectively.

During the course of the first month the Inclusion Director will meet with new staff to talk to them about inclusion in the school.



There will be a chance for a check in after the first month of employment. For Teaching Assistants and non-teaching staff, this will be with the Business Director, Teachers will have this with the Head of School.

Name	
Designation	
Date Started	
DBS Number	
Induction Complete – New Staff Sign Off	
Induction Complete – Sign Off by BD/HoS	

## Induction of Extended Care

Once appointed, the Business Director will start to fill out the Induction checklist and arrange book the induction in with the Safeguarding & Pastoral Director on the first day of employment.



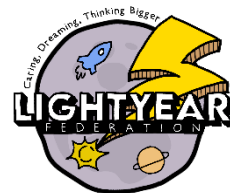
On the day that the staff member starts in the school they will have their initial induction with the Safeguarding & Pastoral Director and the Business Director will also be available to talk to them about their roles and routines of the evening.



During the first week, the Business Director will ensure that the employee is settled into their role and have all the support needed to complete their role.

Name	
Designation	
Date Started	
DBS Number	
Induction Complete – Extended Care Sign Off	
Induction Complete – Business Director Sign Off	





# In-Year Starters/Leavers Checklist

(Complete and file in student file)

Child's Name:	
Class and Year Group joining:	
Previous School/New School (delete as appropriate):	
Start/Leave Date (delete as appropriate):	

## Starters:

Confirmed start date	
Offered notification sent: <ul style="list-style-type: none"> <li>- Class teacher</li> <li>- Inclusion Team</li> <li>- SLT</li> <li>- Admin</li> </ul>	
Create pupil file: Add on Arbor/Download CTF	
Admissions forms completed	
ID's seen and copied	
Home visit booked (Mon/weds) Take pack (apply for Pupil Premium)	
Previous school called. <ul style="list-style-type: none"> <li>- Any SEND</li> <li>- Safeguarding</li> </ul>	
Pupil File Received. Check includes previous school reports	
Home Visit Form completed, copy sent to: <ul style="list-style-type: none"> <li>- Class teacher</li> <li>- Inclusion Team</li> <li>- SLT</li> <li>- Admin</li> </ul> Copy saved on Provision Maps	
Uniform information given	
PE (House/T-Shirt colour)	
Outdoor Learning day	
Walking home list (If applicable)	
Trips (any upcoming?)	
Swimming (Any upcoming?)	
Religion/Dietary requirements	
Medical Needs	
Tour/Welcome (FLO)	
Lunches (Cost/Menu)	
Transition books given	
Directed to School Website for info about school day, uniform, polices, extended care	

## Leavers:

Confirmed leave date	
Notification of leaving: <ul style="list-style-type: none"> <li>- Class teacher</li> <li>- Inclusion Team</li> <li>- SLT</li> <li>- Admin</li> </ul>	
Debt chased (Finance)	
Leaving checks: <ul style="list-style-type: none"> <li>- New school (Call)</li> <li>- New address (Parent notified us of a new address if moving)</li> <li>- New contact details (If applicable)</li> </ul> Proof of going abroad (If applicable)	
Email to Inclusion team when confirmed started at new school so Safeguarding and SEN files can be sent. Proof of receipt to be kept by DSL/Inclusion Team.	
Safeguarding <ul style="list-style-type: none"> <li>- Off-Roll Notification (Kelsi front door)</li> <li>- &lt;5 days for files</li> <li>- Send pupil file</li> <li>- Inclusion to advise any agency involvement</li> </ul>	
Files delivered (If local)	
Unenroll on Arbor	
Send workbooks home	



## Staff Induction Prompt Sheet

### Overseen by Safeguarding and Pastoral Director

Safeguarding Induction – 1-hour training

including how to log concerns

Log-ins provided (Edukey)

Information given:

- Use of mobile phones
- Storing personal belongings (including medication)
- Photographs
- Drop-off and Pick-up
- Registers
- Whistleblowing
- School Rules / Behaviour Logging
- Visitors and strangers to site
- Physical Intervention
- Ethos of School/Nurture
- Online Safety

- Confidentiality
- School Website
- Car park
- Dress code

Counselling Support Information provided

Staff Lists including DSLs

Pupil Profile including pupil groups:

- Young Carers
- CP, CIN
- SEND
- Pupil Premium

SGO, LAC, PLAC

Prevent Training

Pupil Attendance; taking a register, attendance policy

Pupil Behaviour; logging, expectations, ethos

### Overseen by Office Manager

Walk around school to meet staff and children (if needed)

Daily Routines (beginning and end of school day, break times, lunchtime arrangements e.g. use of staff room)

Time, punctuality and signing in/out

Notification of Absence/Illness

CPD Requests

Meetings/Diary Dates/School Calendar/Term

Dates/INSET days/Twilights

Shown School Website

Facilities:

- Fleeces and T-shirts (if applicable)
- Staffroom; tea/coffee
- Staff toilets
- Photocopiers
- Stock Cupboard and resources
- Car Parking Fob
- ID Card

Door codes shared (if applicable)

Staff Handbook Information (if applicable)

First Aid and Accident Reporting and Recording

### Overseen by Estates Manager

Location of Fire Exits and Fire Drill Procedures

Any other keys/passes as needed for role

Health and Safety Information:

- Manual Handling

- Working at Heights
- Lockdown and Evacuation
- COSHH
- Site Safety

## **Overseen by Class Teacher/Phase Leader/Line Manager**

Overview of the children in class e.g.

Medical/SEND needs

Timetables (Assembly/IT Room/PE/Lunch and break)

OPAL Playtimes

Use of Library

Supervision (EYFS)

Federation Plan

### **ONLY NEEDED FOR TEACHERS:**

- School Digital Platform Log ins (eg. Google classroom/Dojo)
- Planning Templates
- Curriculum
- Pupil Progress Meetings
- SEND and Pupil Premium list
- Feedback and Marking policy
- Home Learning
- Reporting to Parents
- Assessment policy
- Teaching and Learning policy
- Class and pupil profiles (provision maps and class charts)
- Parents Evenings
- Ordering/Budgets
- Completing Observations (EYFS)

## **Overseen by Inclusion Director**

Interventions

Vulnerable Children and overview of needs in class (including PP Children)

Provision Maps

Provision PI



**Appendix 3**

**Staff Induction – Policies**

Name	
Designation	
Date Started	
Staff Member Signed	
Date Completed	

By signing this document, I confirm that I have read and understood the following documents and federation policies.

Essential Policies to be read and understood	
Keeping Children Safe in Education	
Safeguarding and Child Protection Policy	
Acceptable Use Policy	
Behaviour Policy	
Intimate Care Policy	
Anti-Bullying Policy	
Online Safety Policy	
Whistleblowing Policy	
Confidentiality Policy	

**Please return completed form to School Business Director when completed.**



## Volunteer Induction Prompt Sheet

Overseen by Safeguarding and Pastoral Director	
Safeguarding Induction – 1 hour training including how to log concerns (paper and electronic systems explained)	
Information given: <ul style="list-style-type: none"> <li>- Use of mobile phones and smart watches</li> <li>- Photographs</li> <li>- Signing in/out</li> <li>- Whistleblowing</li> <li>- School Rules / Behaviour Logging</li> <li>- Visitors and strangers to site</li> <li>- Physical Intervention</li> <li>- Ethos of School/Nurture</li> <li>- Online Safety</li> <li>- Confidentiality</li> <li>- School Website</li> <li>- Car park</li> <li>- Dress Code</li> <li>- Storing personal belongings (including medication)</li> <li>- Fob/code entry</li> <li>- School Dinners</li> <li>- If your child attends the school</li> </ul>	
AUP	
Staff Lists including DSLs	
Walk around school to meet staff and children	
Daily Routines (beginning and end of school day, break times, Lunchtime Arrangements)	
Notification of Absence/Illness	
First Aid and Accident Reporting and Recording	
OPAL playtimes	
Location of Fire Exits and Fire Drill Procedures	
Lockdown and Evacuation	
Health and Safety	

Essential Policies to be read and understood	
Keeping Children Safe in Education	
Safeguarding and Child Protection Policy	
Acceptable Use Policy	
Confidentiality Policy	