

THE ALTERNATIVE SCHOOL GROUP LTD

INDUCTION POLICY



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Introduction

TAS Group Limited is committed to safeguarding and promoting the welfare of children and young people and expects all individuals, who work and support in TAS Group Limited, to share this commitment.

Induction is an essential part of all efficient organisations. The Alternative School Group Limited recognises that good induction leads to improved staff satisfaction and well-being, as well as greater efficiency and performance. Induction enables new staff to feel secure and settled and gives existing staff an opportunity to communicate the vision of the school, thus ensuring the smooth transition of values and expectations, whilst maintaining teamwork and a sense of togetherness.

Induction processes are essential for all staff new to the school, at whatever level they may be joining the organisation. This policy covers all new staff, from Executive Head, through to teaching staff, support staff, supply staff and admin staff. The induction processes will vary according to the job role. This policy sets out the expectations and protocols for all new staff joining.

Aims of the Induction Programme

- Make all new staff feel part of the school team, understanding the ethos, philosophy and routines of the school.
- Explain the school's Safer Code of Conduct to ensure that all staff and volunteers new to the school understand what is expected of them at the school and gain support to achieve those expectations.
- Provide Child Protection and Safeguarding Training and Information – including outlining responsibilities.
- Provide information and training on key school Policies and Procedures, particularly those which require immediate action, such as Fire Evacuation.
- 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.
- Identify and address any specific training needs.

This policy also applies to volunteers who will receive a tailored induction programme which will include the necessary information, training, observation, and mentoring for the role in question. The Induction Programme for newly appointed staff operates under the direction of the Headteacher. Induction processes are there to help, guide and inform. Line managers or mentors are responsible for monitoring the progress and professional development of newly appointed staff, guiding them through the school documentation, ensuring knowledge of whole school issues and for organising the appropriate support meetings. Training on Safeguarding Children and Child Protection will occur in every induction programme.

The Induction Programme will be cross-referenced to any probationary periods for staff, as appropriate. Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for information and help – however big or small.

Initial Induction Meeting – Teaching Staff

The Headteacher is responsible for Induction of new teachers, will meet with them on the first day to commence induction. The overall induction period covers the first six weeks of employment. Part of the induction plan will include a visit to other provisions within TAS Group including the TAS allotment, TAS narrowboat, Woodlands area. As part of the induction process new staff will be required to complete specific tasks and read key documents in the first six-week period. Each new member of staff will be allocated a more experienced member of staff, who will informally support and provide information about timetabling, routines and other day to day operational matters. Induction should be completed and signed off within the first six weeks of full employment.

Initial Induction Meeting – Non Teaching Staff

The Headteacher meets non-teaching staff on their first day of employment, when any questions will be answered. Non-teaching staff will have a six-week period of induction, which will include any mandatory training, and reading of key documents. This six week period will include visits to other schools and outdoor provision within TAS Group Limited. Each new member of staff will be allocated a more experienced member of staff, who will informally support and provide information about timetabling, routines and other day to day operational matters. Induction should be completed and signed off within the first six weeks of full employment.

The Induction Programme should cover the following where appropriate and the induction pack should be utilised and completed as necessary.

- Organisation
- Basic routines, procedures and documents outlined in the Staff Handbook, (registration, marking policy, assessment, recording and reporting, duties, emergency procedures, Health and Safety)
- Staffing structures (Staff Handbook)
- Responsibilities (teaching and non-teaching staff)
- Lines of communication (i.e. to whom does the newly qualified teacher or any other teacher or member of staff, turn to for help?)
- Behaviour Policy, including use of rewards and sanctions.
- Safeguarding and Child Protection Plans
- The Headteacher is responsible for Teaching and Learning within in their school and will discuss curriculum organisation across the school, expectations in relation to classroom and public display, and assessment systems. The above elements of the induction programme are tailored individually for newly appointed teachers, depending on their previous experience and expertise.

Appendix 1

Induction Resources for New Staff.

Many of the policies will be available on the school's website and all new staff will be directed there in the first instance.

- Staff Handbook (this contains most HR policies)
- Child Protection Policy and Safeguarding Procedures
- School Development Plan
- Positive Behaviour Policy
- Attendance Policy
- Pupil Supervision Policy
- First aid & medical Policy
- Fire Prevention Policy
- Anti Bullying Policy
- Lockdown Policy
- Educational Visits Policy
- Health and Safety Policy and Fire Evacuation Procedures
- Use of Mobile Phones
- Class list
- Curriculum Documents Format
- Holiday dates
- Pupil records
- Registration procedures
- Staff meeting day/dates/time
- Timetables
- Dropbox
- Behaviour Watch
- Educare – online training provider
- Google calendar
- Induction & Onboarding information
- DSL's in school

