



**Villa Real School**  
*together we achieve*

# Induction Policy for School Staff, Students, Volunteers and Governors

Responsibility: Natalie Fitzpatrick

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Date to be reviewed: May 2027

## **INTRODUCTION**

This policy applies to all employees and also, as appropriate, to students, volunteers, agency staff and Governors who will receive a tailored induction programme which will include appropriate information, training, observation and mentoring. These programmes can be found in appendices 1, 2 and 3. Safeguarding Children and Child Protection will be paramount in the Induction Programme. The Child Protection Policy and Keeping Children Safe in Education 2021 will be given to each person being inducted and explained fully.

Complimented by induction from LA and Chair of Governors for Governors, the Induction Programme is designed to help new employees, students, volunteers and Governors to become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims and working practices, effectively and efficiently, so that they become knowledgeable and confident as quickly as possible.

The ethos of Villa Real 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.

### **The induction process will:**

- Provide information and training on the School's policies and procedures
- Introduce key members of staff and explain who to go to in the event of further questions or issues
- Provide Safeguarding information – including outlining responsibilities
- Explain the School's Standard Operating Procedures (Code of Conduct) to ensure that all staff, volunteers and Governors, new to the school, understand what is expected of them and gain support to achieve those expectations
- Identify and address any specific training needs
- Enable the colleague to contribute to improving and developing the overall effectiveness of the School, raising pupil achievement and meeting the needs of pupils/ students, parents/carers and the wider community

**Staff returning after sickness absence:**

The following Induction procedures will also be undertaken for staff returning to work after a prolonged sickness absence. Where staff have been off sick for 2 months or more, a Re-integration Meeting with the Deputy Head will take place and an induction will be conducted regarding the following:

- Red files/ Blue files
- Safeguarding update
- Risk Assessments
- Pupil Information
- Moving and Handling
- Team Teach
- Administration of Meds

## Appendix 1

# Induction Checklist



This checklist should be used for any employee, starting a new job or transferring to another post within the school. Headteachers (or an appropriate manager) should complete each section with the new employee.

The checklist is split into different sections with guidance on timescales to complete. Please work through the checklist and tick each section once completed. If any of the points are not relevant, please mark n/a.

**A copy of the completed checklist should be retained in the employee's personal file within the school.**

<b>Employee</b>	
<b>Start date</b>	
<b>Job title</b>	
<b>Name and job title of the person completing the checklist</b>	

<b>Date checklist completed</b>	
<b>Employee/volunteer/agency worker signature</b>	
<b>Headteacher/Manager signature</b>	

<b>Prior to starting – PA to Headteacher</b>			
Contact new starter to discuss start date and arrangements for day one (including any reasonable adjustments required)	<input type="checkbox"/>	Arrange equipment e.g. personal protective equipment (PPE), ID badge, parking badge, uniform, mobile phone, laptop/tablet, keys, office equipment	<input type="checkbox"/>
Arrange telephone extension and email account	<input type="checkbox"/>	Arrange for access to required systems/folders	<input type="checkbox"/>

Day one – Deputy Head			
General introduction to colleagues	<input type="checkbox"/>	Explanation of the induction programme	<input type="checkbox"/>
Safeguarding – KCSIE/Child protection/Encompass	<input type="checkbox"/>	Code <a href="#">of conduct policy</a>	<input type="checkbox"/>
Layout of premises (access, fire exits, assembly points/prohibited areas)	<input type="checkbox"/>	First aid arrangements	<input type="checkbox"/>
Car parking arrangements	<input type="checkbox"/>	Make arrangements for any reasonable adjustments required (if not already made)	<input type="checkbox"/>
Facilities for refreshments e.g. canteen and service rooms	<input type="checkbox"/>	Personal Emergency Evacuation Plan PEEP undertaken if required	<input type="checkbox"/>
Leave of Absence procedures	<input type="checkbox"/>	Fire evacuation procedure	<input type="checkbox"/>
On provision of ICT equipment, explain employee responsibilities under the Data Protection Policy <a href="#">and</a> Display Screen Equipment (DSE) <a href="#">assessment completed</a> <a href="#">Privacy Notice signed</a>	<input type="checkbox"/>	Personal security including lone working procedures	<input type="checkbox"/>
Attendance Management Policy – what to do and who to report to	<input type="checkbox"/>	Security of personal belongings	<input type="checkbox"/>
Who to notify of changes in personal circumstances (name, address, bank account details etc.)	<input type="checkbox"/>	Pay information/ pay slips Wage or salary queries (Payroll helpline 03000 264321)	<input type="checkbox"/>
Smoking Policy and designated smoking areas	<input type="checkbox"/>	Toilets / Rest rooms	<input type="checkbox"/>
Security badge and keys	<input type="checkbox"/>	Whistle blowing policy/Complaints policy	<input type="checkbox"/>
Appropriate use policy/On line policy	<input type="checkbox"/>	Intimate care Policy	<input type="checkbox"/>

**Week one**

**Teachers – SMT**

**Class staff – class teachers**

**Non-class staff – Line manager**

**Job in more detail**

Meet class staff/Team Red file	<input type="checkbox"/>	Medical issues within class	<input type="checkbox"/>
Discuss role of employee – job description and work allocation arrangements	<input type="checkbox"/>	Communications (team meetings, one to ones, extranet, e-mail, newsletters etc.)	<input type="checkbox"/>
Introduction to the extranet including policies and procedures	<input type="checkbox"/>	Guidance on using ICT and other equipment	<input type="checkbox"/>
Confirm arrangements for supervision/ one to one sessions and set initial objectives and record in appraisal	<input type="checkbox"/>	Office systems and protocols e.g. telephone and email, location of equipment, sending/receiving post, financial systems and regulations etc.	<input type="checkbox"/>
Develop a programme for meeting key contacts and colleagues	<input type="checkbox"/>	Arrange mentor/buddy (if applicable)	<input type="checkbox"/>
Lunch arrangements	<input type="checkbox"/>	Curriculum, and marking policies	<input type="checkbox"/>
Behaviour strategies in class	<input type="checkbox"/>	Communication Policy	<input type="checkbox"/>
Conductive Education	<input type="checkbox"/>	ASD Policy	<input type="checkbox"/>

**Safeguarding - All** employees should be aware of systems within the school which support safeguarding, and these should be explained to them as part of the induction and a copy of the relevant policies/documents provided.

**Week 1 – Headteacher**

Child Protection/Safeguarding Policy	<input type="checkbox"/>	Behaviour Policy	<input type="checkbox"/>
Safeguarding response to children who go missing from education	<input type="checkbox"/>	Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)	<input type="checkbox"/>
Part One of the Department of Education's - Keeping Children Safe in Education	<input type="checkbox"/>	Child Protection Training (where applicable)	<input type="checkbox"/>

**Health and Safety**

**Week 1 – Health & Safety Manager**

Reporting procedures for accidents /incidents	<input type="checkbox"/>	Security arrangements	<input type="checkbox"/>
Provide information about the Occupational Health Service	<input type="checkbox"/>	Relevant risk assessments	<input type="checkbox"/>
Health and Wellbeing Support including Employee Assistance Programme (details available on the extranet)	<input type="checkbox"/>	Young Person risk assessment completed if employee is under the age of 18	<input type="checkbox"/>
Health and safety Handbook	<input type="checkbox"/>	Handling money/receipts	<input type="checkbox"/>
Reporting a risk/hazard	<input type="checkbox"/>	Moving and Handling	<input type="checkbox"/>

**Training and development****Headteacher**

Document and inform the employee of any job specific activities that cannot be undertaken until mandatory training has been completed	<input type="checkbox"/>	How support, advice and training will be given and by whom/how to access and book training	<input type="checkbox"/>
Identify initial learning and development requirements and record in appraisal	<input type="checkbox"/>	Any other appropriate training for new starters.	<input type="checkbox"/>

# Induction Checklist – Supply and Volunteers



The checklist is split into different sections with guidance on timescales to complete. Please work through the checklist and tick each section once completed. If any of the points are not relevant, please mark n/a.

**A copy of the completed checklist should be retained within the school.**

<b>Name</b>	
<b>Start date</b>	

<b>Date checklist completed</b>	
<b>Agency worker signature</b>	
<b>Deputy Head signature</b>	
<b>DBS and photo id checked</b>	

Day one – Office staff			
Safeguarding – KCSIE/Child protection	<input type="checkbox"/>	Code <a href="#">of conduct policy</a>	<input type="checkbox"/>
Layout of premises (access, fire exits, assembly points/prohibited areas)	<input type="checkbox"/>	First aid arrangements	<input type="checkbox"/>
Car parking arrangements	<input type="checkbox"/>	Make arrangements for any reasonable adjustments required (if not already made)	<input type="checkbox"/>
Facilities for refreshments e.g. canteen and service rooms/lunch arrangements	<input type="checkbox"/>	Intimate care Policy	<input type="checkbox"/>
Smoking Policy and designated smoking areas	<input type="checkbox"/>	Fire evacuation procedure	<input type="checkbox"/>
On provision of ICT equipment, explain employee responsibilities under the Data Protection Policy <a href="#">and</a> Display Screen Equipment (DSE) <a href="#">assessment completed</a> <a href="#">Privacy Notice signed</a>	<input type="checkbox"/>	Personal security including lone working procedures	<input type="checkbox"/>
Toilets / Rest rooms	<input type="checkbox"/>	Security of personal belongings	<input type="checkbox"/>
Appropriate use policy/On line policy	<input type="checkbox"/>	Whistle blowing policy/Complaints policy	<input type="checkbox"/>

**Day one****Teachers – SMT****Class staff – class teachers****Job in more detail**

Meet class staff/Team Red file	<input type="checkbox"/>	Medical issues within class	<input type="checkbox"/>
ASC Policy if applicable	<input type="checkbox"/>	Guidance on using ICT and other equipment	<input type="checkbox"/>
Conductive Education if applicable	<input type="checkbox"/>	Office systems and protocols e.g. telephone and email, location of equipment, sending/receiving post, financial systems and regulations etc.	<input type="checkbox"/>
Behaviour strategies in class	<input type="checkbox"/>	Communication Policy	<input type="checkbox"/>

**Safeguarding - All** employees should be aware of systems within the school which support safeguarding, and these should be explained to them as part of the induction and a copy of the relevant policies/documents provided.

**Class manager**

Child Protection/Safeguarding Policy	<input type="checkbox"/>	Part One of the Department of Education's - Keeping Children Safe in Education	<input type="checkbox"/>
Safeguarding response to children who go missing from education	<input type="checkbox"/>	Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)	<input type="checkbox"/>
Reporting procedures for accidents /incidents	<input type="checkbox"/>	Security arrangements	<input type="checkbox"/>
Moving and Handling	<input type="checkbox"/>	Relevant risk assessments	<input type="checkbox"/>



# New Governor Induction Procedure

Governors share in the strategic responsibility of promoting high educational standards for all pupils.

The Governing Body and Headteacher of Villa Real School believe it is essential that all new Governors receive a comprehensive induction programme covering a broad range of issues and topics.

There is a commitment to ensure that new Governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Governors.

The purpose of induction is:

- To welcome new Governors;
- To give the opportunity to visit the school and experience its atmosphere and understand its ethos;
- To meet the Headteacher, staff and pupils;
- To explain the partnership between the Headteacher, school and Governing Body;
- To explain the role and responsibilities of Governors;
- To, if not already undertaken, discuss and complete a skills audit;
- To explain how the Governing Body and its committee's work;
- To enable new Governors to join the committee(s) of their choice;
- To discuss expectations on Governors in terms of commitment and workload;
- To discuss relevant training opportunities;
- To ensure Governors complete details form and Disclosure and Barring Service (DBS) application;
- To ensure Governors understand and sign up to the Code of Conduct;
- To receive safeguarding information and policies;
- To enable the Chair/Headteacher to give background information on the school and discuss current issues;
- To enable new Governors to ask questions about their role;
- To provide any relevant email addresses/log ins to online services.

The actions to be taken and information to be shared are noted overleaf.

## NEW GOVERNOR/TRUSTEE INDUCTION CHECKLIST

Name of Governor :

Date of Induction Commenced:

### THE GOVERNING BODY

Action	Owner	Completion date	Notes
Meet the Chair of Governors	Chair to arrange		
Assign mentor/buddy	Chair to arrange		
Complete a tour of the school	Chair/mentor and Headteacher to arrange		
Meet the Headteacher	Chair/mentor and Headteacher to arrange		
Attend first full Governing Body meeting	Governor		
Review first meeting	Chair/mentor and Governor		
Observe committee meetings	Chair/mentor to arrange, Governor to complete		

**TRAINING AND PAPERWORK**

<b>Action</b>	<b>Owner</b>	<b>Completion date</b>	<b>Notes</b>
Complete skills audit and identify training needs	Governor		
Complete details/declaration form	Governor		
Complete DBS	Governor		

**ITEMS THE NEW GOVERNOR/TRUSTEE SHOULD RECEIVE**

<b>Action</b>	<b>Owner</b>	<b>Completion date</b>	<b>Notes</b>
Information on the composition of the Governing Board	Chair/mentor		
List of staff and their roles	Chair/mentor		
Terms of reference for the Governing Body	Chair/mentor		
Terms of reference for each committee	Chair/mentor		
List of future meeting dates	Chair/mentor		
Code of Conduct	Chair/mentor		
Information on visits/monitoring	Chair/mentor		
Information on where Governor can access all policies	Chair/mentor		
Safeguarding Policy	Chair/mentor		
Information on school context/pupil composition	Chair/mentor, Headteacher		

Summary of or full school improvement plan	Chair/mentor, Headteacher		
Minutes from the last Governors' meeting	Chair/mentor and Clerk		
Chair's contact details	Chair		
A list of current Governors and their contact details (if appropriate)	Chair/mentor and Clerk		
Clerk's contact details	Clerk		
Access details for Governors' shared area (if applicable)	Chair/mentor		
Login details for secure governor email account (if applicable)	Chair/mentor to arrange with school		

#### **ACTIONS FOR THE NEW GOVERNOR/TRUSTEE**

<b>Action</b>	<b>Owner</b>	<b>Completion date</b>	<b>Notes</b>
Ask workplace about time off for Governor duties (if applicable)	Governor		
Read Governance Handbook from the Department for Education (DfE)	Governor		
Read the school's Ofsted report	Governor		
Look at the school website	Governor		
Sign Code of Conduct	Governor		
Complete details/declaration form	Governor		
Complete DBS	Governor		
Book relevant training including EDGS induction	Governor		

**ACTIONS FOR EDUCATION DURHAM GOVERNANCE SERVICES (EDGS)**

Action	Owner	Completion date	Notes
Confirmation of appointment	EDGS		
Email Introduction to Governance Booklet	EDGS		
Email the current Governor Training and Development Directory	EDGS		

**OTHER ACTIONS**

Action	Owner	Completion date	Notes