

# Ursula Taylor C of E School



## Staff Induction Policy

### Rationale:

- To incorporate new members of staff into Ursula Taylor School as smoothly as possible
- To make our expectations and protocols as clear as possible.

### School Role:

- To introduce the new member of staff to the school prior to the start date of their contract by visiting and talking to the Headteacher, mentor and other teaching staff and meeting the pupils they will be responsible for
- To familiarise the new staff with:
  - Their role within the community and classroom
  - Their areas of responsibility
  - Staff
  - Daily routines and timetables for the hall, PE, playground and Collective Worship
  - Planning formats/systems
  - Policies, including those relating to safeguarding and child protection
  - Code of conduct
  - Resources
- To provide an appropriate mentor
- To provide in-service training, opportunities for observations, attendance at courses, links with Bedford Borough Local Authority at appropriate level
- To provide opportunities to regularly meet in an informal way with other members of staff to share ideas and concerns
- To provide non-contact time as appropriate

### Role of the Headteacher:

- To ensure that the new member of staff is made aware of the school's Christian Ethos
- To ensure that a programme for induction is in place and that all relevant staff have received appropriate training and support to carry out any new roles require
- To monitor the process of Induction
- To ensure all staff are fully aware of their responsibilities towards Child Protection, Safeguarding and the Prevent Duty

**Role of the Mentor:**

- To support the new member of staff in transition to their new role and position within Ursula Taylor
- To attend any relevant training prior to undertaking role
- To provide a positive, friendly welcome
- To be the first point of contact
- To provide regular opportunities for discussion
- To coordinate support and guidance from all agencies

**Role of the new member of staff:**

- To build on strengths, skills, understanding and knowledge
- To keep records to support their professional development
- To attend relevant courses aimed at developing their professional development

In accordance with the Ursula Taylor School Equality Policy we seek to ensure that all staff are aware of pupils' needs to achieve their best, according to their capabilities and regardless of their disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Ursula Taylor School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Policy Reviewed March 2026

Review Date March 2028

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## New Staff Induction Checklist

	Date	Comments
<b>Welcome and introduction</b>		
<ul style="list-style-type: none"> <li>➤ Inform all staff of arrival of new employee and role</li> <li>➤ Allocate Mentor</li> <li>➤ Distribute induction programme to relevant staff</li> <li>➤ Welcome new employee and introduce to staff</li> <li>➤ Give important diary dates/school calendar</li> <li>➤ Give names of people who will assist individual in key areas</li> <li>➤ Show school website</li> <li>➤ Provide:                             <ul style="list-style-type: none"> <li>○ Job description/contract</li> <li>○ staff/organisation chart</li> <li>○ Daily/weekly timetable</li> <li>○ Working hours</li> <li>○ Information on leave/holidays</li> <li>○ Communication details including school email</li> </ul> </li> </ul>		
<b>Facilities</b>		
<ul style="list-style-type: none"> <li>➤ Car parking</li> <li>➤ Access to building and layout</li> <li>➤ Security</li> <li>➤ Staffroom including notice boards</li> <li>➤ Toilets</li> <li>➤ Photocopier</li> </ul>		
<b>Health and safety</b>		
<ul style="list-style-type: none"> <li>➤ Fire exits and fire extinguishers</li> <li>➤ Fire drill rendezvous point</li> <li>➤ First aid/accident book/medical information for children</li> <li>➤ Child protection procedures</li> <li>➤ Visitors procedure</li> <li>➤ Weather closure procedures</li> <li>➤ Protocols with parent and other helpers</li> </ul>		

	Date	Comments
<b>School vision/policies</b>		
<ul style="list-style-type: none"> <li>➤ Mission statement</li> <li>➤ Prospectus</li> <li>➤ School priorities/School Development Plan</li> <li>➤ Communication with parents, governors etc.</li> <li>➤ Policies (on website and server / in staff room)</li> <li>➤ GPDR – Data Protection</li> </ul>		
<b>Training and development</b>		
<ul style="list-style-type: none"> <li>➤ Staff development</li> <li>➤ Performance management / Appraisal</li> <li>➤ Safeguarding training</li> </ul>		
<b>Protocols and meetings</b>		
<ul style="list-style-type: none"> <li>➤ Staff meetings</li> <li>➤ Whole school meetings</li> <li>➤ Collective Worship</li> <li>➤ Break time procedures</li> <li>➤ Staff room protocol</li> <li>➤ Use of photocopier etc.</li> <li>➤ Mobile Phone use and Social Networking</li> <li>➤ Dress Code</li> </ul>		
<b>Classroom</b>		
<ul style="list-style-type: none"> <li>➤ Timetable</li> <li>➤ Location of resources, including wet play</li> <li>➤ Class rules</li> <li>➤ Behaviour Policy</li> <li>➤ Permission to leave classroom</li> <li>➤ Marking</li> <li>➤ Filing work</li> <li>➤ SEN information</li> <li>➤ Homework routines</li> <li>➤ Other adults</li> <li>➤ Home-school contact</li> <li>➤ Off-site visits</li> </ul>		

Signed by Inductee \_\_\_\_\_

Signed by Head Teacher \_\_\_\_\_

Date \_\_\_\_\_