



## **North Walney Primary, Nursery & Pre-School**

"The Place to be - where Children are at our Heart"

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### **Induction Arrangements for New Staff and Students**

It is the responsibility of the new member of staff (temporary or permanent) and students to go through this procedure and ensure they know school policies and procedures as detailed below. All bullet points can be discussed with the classteachers or Senior leaders who will advise where more support can be found.

**Name:**

**Post held in School:**

**Name of Induction Mentor:**

**Induction Mentor's contact details:**

**"Creative Learning, Quality Education, Achieving Dreams"**

Ofsted 2017: 'Early Years continues to be strong and the management of teaching is stronger and more effective having transformed in a surprisingly short period of time. Everyone has faith in the school which has strong pupil welfare and safeguarding with great sensitivity and caring shown to all pupils.'

**Before taking up their post:**

Topic	Inductee's Signature	Inductor's Signature	Date
<ul style="list-style-type: none"> <li>• Give out Staff Handbook Go through:               <ul style="list-style-type: none"> <li>✓ Current staff list and responsibilities</li> <li>✓ School Aims and Mission Statement</li> <li>✓ Daily Timetable and working hours</li> <li>✓ Union membership</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Give out Job Description for discussion at formal meeting once started, covering duties and hours</li> </ul>			
<ul style="list-style-type: none"> <li>• Give out School Welcome Pack: Go through:               <ul style="list-style-type: none"> <li>✓ Anti-Bullying Statement and Policy,</li> <li>✓ Child Protection and Safeguarding Policy and Procedures</li> <li>✓ Community Cohesion Policy</li> <li>✓ Health &amp; Safety Procedures (incl. Fire Safety Procedures)</li> <li>✓ Home-School partnership Agreement,</li> <li>✓ Homework Policy, (if appropriate)</li> <li>✓ Latest Newsletter,</li> <li>✓ Latest OFSTED summary, (if appropriate)</li> <li>✓ Positive Behaviour Policy,</li> <li>✓ Equality Policy and Statement</li> <li>✓ Inclusion Policy</li> <li>✓ Plan of the School</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Discuss opening days during the holidays – should staff wish to come into school and term dates</li> </ul>			
<ul style="list-style-type: none"> <li>• Assessment data and details of children plus any planning documents and suggested groupings – if appropriate</li> </ul>			

**On starting at the school:**

Topic	Inductee's Signature	Inductor's Signature	Date
• Tour of the school given by Headteacher, Deputy Headteacher or Administrator on start day			
• Policy awareness to be discussed and inductor to show where policies are on school website			
• Check of personal details and emergency contact and medical information, CRB disclosure and entry on to school Single Safeguarding Record			

**During first week:**

Topic	Inductee's Signature	Inductor's Signature	Date
• Meeting after school with Induction Mentor to go through the Staff Handbook and School Prospectus and answer any questions that have arisen during the first week			
• Meeting with Induction Mentor to discuss: <ul style="list-style-type: none"><li>✓ Confidentiality – refer to other staff as appropriate</li><li>✓ Recording of incidents and work with pupils</li><li>✓ Meeting with SENCo, if appropriate, to discuss:<ul style="list-style-type: none"><li>▪ SEN policy and procedures</li><li>▪ SEN register and terms used</li><li>▪ Statemented pupils, if appropriate</li></ul></li><li>✓ Need for regular liaison with teacher, SENCo, external agencies</li><li>✓ Review of school Safeguarding procedures to ensure full understanding</li></ul>			

**During first fortnight:**

Topic	Inductee's Signature	Inductor's Signature	Date
<ul style="list-style-type: none"> <li>Meeting with Headteacher or member of Senior Leadership Team (SLT) to discuss Job Description and Performance Management / Appraisal arrangements linking to future training requirements.</li> <li>Also cover claiming of transport costs</li> </ul>			
<ul style="list-style-type: none"> <li>Meeting with Senior Designated Teacher for Child Protection to further discuss: <ul style="list-style-type: none"> <li>✓ Safeguarding procedures</li> </ul> </li> <li>CAF Level 1 online training and discussion as to need for Level 2 training if appropriate</li> <li>PREVENT training online</li> </ul>			
<ul style="list-style-type: none"> <li>Opportunity to discuss any policies with Headteacher or other relevant staff, if appropriate</li> </ul>			

**During first month:**

Topic	Inductee's Signature	Inductor's Signature	Date
<ul style="list-style-type: none"> <li>Meeting with Induction Colleague to discuss: <ul style="list-style-type: none"> <li>✓ Positive Behaviour Policy,</li> <li>✓ Anti-Bullying Policy and</li> <li>✓ Home School Agreement</li> </ul> </li> </ul>			

**At end of first/second/third half-term or as appropriate:**

Topic	Inductee's Signature	Inductor's Signature	Date
<ul style="list-style-type: none"> <li>Meeting with Induction Colleague to answer any further questions or concerns</li> </ul>			

**Termly:**

Topic	Inductee's Signature	Inductor's Signature	Date
<ul style="list-style-type: none"> <li>To meet with Headteacher or Deputy Headteacher to review position and induction process</li> </ul>			

**Half-yearly:**

Topic	Inductee's Signature	Inductor's Signature	Date
<ul style="list-style-type: none"> <li>To attend review meeting with relevant line manager to discuss Performance Management / Appraisal and future training needs</li> </ul>			