

## **Windermere School Staff Induction Procedure**

**Review Date:** August 2021

**Reviewed by:** SMT

**Review Period:** 12 months

**Staff Responsibility:** Head of Staffing and Planning (overseen by the Deputy Head Academic)

### **Induction – Academic Staff**

The Windermere School Induction Procedure aims to make all new staff have a sense of belonging to their new working environment and feel confident in their role and responsibility as a member of the Windermere School Community, whether they are based at the Browhead or Elleray Campus.

Windermere School believes that a comprehensive induction programme helps all new members of staff to settle into School as quickly as possible, and to start to make an effective contribution to both the School and the wider school community. It is also essential to have a clear and robust induction programme to support staff in their responsibilities towards the children in their care and raise awareness of Safeguarding and Child Protection. Each new member of staff is provided with an induction programme specific to their role that is delivered over the course of their probationary period. The induction process will formally end in a meeting with the Head or another member of the Senior Management Team.

Teaching induction at Browhead is currently run by Head of Staffing and Planning, with support from the Operations Manager and the Deputy Heads. Teaching induction at Elleray is currently run by the Head of Elleray. Staff joining Elleray will be overseen on a daily basis by the Head of Elleray Campus, and staff joining Browhead are overseen on a daily basis by their Head of Faculty.

During induction new staff should:

- ✓ Become familiar with all parts of each campus as relevant.
- ✓ Meet the staff with whom they will be working most closely.
- ✓ Be introduced to other staff.
- ✓ Be given sufficient information that they can quickly become familiar with basic everyday routines.
- ✓ Familiarise themselves with important policies and procedures.
- ✓ Set any targets they wish to achieve in their first full year with their line manager.

Induction will be achieved through the steps detailed below.

1. Once someone has been appointed to work at Windermere School their line manager, for example their Head of Faculty, will invite them to come to School for the day. This is when materials such as Schemes of Work and copies of text books will be handed over.
2. Information will be shared via email and/or the post (see list below), so that new staff have the opportunity to read through appropriate documentation before they start work at the School. At the end of the term before they join the School, new staff will be emailed with the following (as appropriate):
  - ✓ A welcome from the Head of Staffing and Planning;
  - ✓ Site maps for Browhead and Elleray
  - ✓ A copy of their timetable and timings of the school day

- ✓ A staff induction manual – this is an abbreviated copy of the Staff Handbook;
- ✓ A 'key information' sheet – a one-page sheet with vital information;
- ✓ Reflection and weekly duty rotas;
- ✓ INSET and Start of Term materials;
- ✓ Instructions for accessing the school online calendar;
- ✓ Windermere School Staff Competencies;
- ✓ Job description for being a Tutor, Expectations of a Tutor, and the Tutoring Handbook;
- ✓ Expectations of a Teacher;
- ✓ Staff Code of Conduct;
- ✓ Internet AUP and advice on use of Social Media
- ✓ Key Staff Summary;
- ✓ EYFS Booklet;
- ✓ Student Welcome booklet (to give staff a flavour of the School from a student point of view);

3. A formal induction day (see plan below) at the start of the academic year (or at another time of year as appropriate) will take place. This will include:

- A detailed explanation of Windermere School's Safeguarding - Child Protection Policy and procedures including regular yearly updates and refresher courses.
- A detailed explanation of Fire Procedures including evacuation.
- A detailed explanation of the School's Code of Conduct and ICT Acceptable Use Policy;
- Discussion and training to make new staff aware of other key Windermere School Policies and where to find them.
- An explanation of the specific roles and responsibilities and each staff members current Job Description as well as the creation of familiarity with key staff and their roles.
- Discussion and awareness / explanation of the Staff Competencies. (Each new member of staff will also be given their own copy).

4. Informal continued meetings will be provided with the allocated induction mentor or the Head of Staffing and Planning (as appropriate) in order to provide on-going support and assistance.

### Induction Day Plan – Academic Staff

New staff induction takes place on the day before INSET. This is generally the Friday before the Bank Holiday Monday at the end of August.

The plan for the day is amended year-on-year but generally looks like this:

Friday XX August: This will be a casual meeting – there is no need to dress formally. Please meet at 10.00am in Reception.			
Task	Member of staff responsible	Details	When and Where
Collect laptops, and check all IT is working properly.	Network and SIMS Managers	<ul style="list-style-type: none"> <li>• Collect laptops</li> <li>• Check all log-ins (Office 365/email/school network/SIMS) are working</li> <li>• Resolve any IT issues</li> <li>• Sign ICT AUP</li> <li>• Collect photocopier code.</li> </ul>	10.00am IT room

Introduction to key admin staff, including the Finance Department.	Academic Deputy	<ul style="list-style-type: none"> <li>Meet various people to say hello</li> </ul>	11.00-11.15
Health and Safety	Operations Manager	<ul style="list-style-type: none"> <li>Various H+S issues will be discussed and a H+S Induction booklet signed off.</li> <li>To include Whistle Blowing Procedure and access to full Staff Handbook.</li> <li>detailed explanation of WS Fire Procedures including evacuation on both Campuses.</li> </ul>	11.15 Operations Office
Lunch	Academic/Pastoral Deputies and the Headmaster	<ul style="list-style-type: none"> <li>Buffet Lunch in Wetherlam</li> </ul>	12.15
Induction - Various	Academic Deputy	<ul style="list-style-type: none"> <li>Go through key information from the staff induction manual.</li> <li>Run through the programme for first week of term.</li> <li>Professional Development Review – how that works</li> <li>Marking 101</li> </ul>	1.15pm Staffroom
Child Protection Training and Tutoring 101	Pastoral Deputy	<ul style="list-style-type: none"> <li>More detailed CP training for new staff as an addition to the annual training for staff (taking place during formal INSET next week) – includes KCSIE, staff code of conduct and all safeguarding training / information.</li> <li>Tutoring 101</li> </ul>	2.30pm – 4.30pm  Pastoral Deputy's Office
Wrap Up Session	Academic Deputy	<ul style="list-style-type: none"> <li>Any questions?</li> </ul>	Academic Deputy's Office

### Continuing Induction – the First Year

During the first term there will be continuing sessions for new staff induction, to include (but not exclusively):

- ✓ Opportunities to meet key staff, e.g. the SENCO and Head of EAL;
- ✓ Opportunities to meet with the Head of Round Square in order to understand the RS ethos underpinning the School;
- ✓ A session on the completion of reports before the first round of reports open.

Senior staff operate an open-door policy and new staff are encouraged to pop in and ask anything about which they are unsure.

During the first year, new staff will complete professional development review along with existing staff, and they will also be asked to complete student surveys. These will be explained before they are handed out. The Headmaster or another member of the Senior Management Team will also observe at least one lesson for each new staff member during the year.

During the Spring Term new staff will meet individually with the Headmaster or another member of the Senior Management Team to discuss their progress. This meeting will form the beginning of each staff member's Professional Development File. Following the first academic year of employment, staff will join the Professional Development Review (PDR) programme.

### Staff Welfare

Any member of staff needing support in anyway can seek help from our Wellbeing Programme – Education Support Partnership. This independent team can give advice and support on many issues including staff (and family) welfare, along with financial and legal advice.

Free, confidential support, counselling and advice (financial, legal, management and guidance) 24 hours a day – call 08000 856 148

### NSPCC Child Protection Whistle Blowing

Contact the Whistleblowing Advice Line - call 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk). More information can be found at:

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

### Induction ticklist

See Appendix (end of document).

Revised and reviewed in line with new ISI regulations			
Procedure Compiled	Version 16.1	December 2016	E Vermeulen
Approved	Version 16.1	January 2017	I A Lavender
Reviewed	Version 17	September 2017	E Vermeulen
Reviewed	Version 18	September 2018	E Vermeulen
Reviewed	Version 19	September 2019	E Vermeulen
Reviewed	Version 20	July 2020	C Holmes

## Appendix

### New Academic Staff Check List

NAME:

Tasks BEFORE staff member arrives (relevant to all staff)	Person i/c	Done
DBS work completed and they are added to the staff register	Office	
Staff details completed on SIMS and start date correctly recorded	Office	
Check staff have signed / completed all the appropriate forms (e.g. emergency contacts form)	Office	
If relevant - accounts set up for: <ul style="list-style-type: none"><li>• Email address</li><li>• School network</li><li>• Photocopier code created</li></ul> The above information is printed out and kept with the laptop (if relevant) to be issued on Day 1.	ICT Support staff	
Staff member has completed CP training (or plans are in place to do so on the 1 <sup>st</sup> day in school)	JD	
Staff member has been emailed safeguarding documents to read	JD/CHs	
Staff member has signed to say they have read them	JD/CHs	
Staff member has signed the AUP	JD/CHs	
Key information sheet shared (this has door codes, where to meet on the first day, location of loos, etc.).	CHs	
<b>Tasks before a teaching member of staff arrives:</b>		
Welcome email is sent out, with many of the documents below attached	CHs	
Induction programme has been created (either for the Friday before the new academic year, or as part of the first day for staff starting at a different time)	CHs	
General documents have been emailed or posted out: <ul style="list-style-type: none"><li>• Condensed version of the staff handbook (Induction Manual)</li><li>• Induction day programme</li><li>• White Diary</li><li>• Key Information sheet</li><li>• Staff code of conduct</li><li>• Staff competencies</li><li>• Year 7-11 booklet (to give a flavour of the school)</li><li>• Reflection rota</li><li>• Duty rota</li><li>• Start of term information (e.g. INSET plan)</li><li>• Year overview planner (visual – dates)</li></ul>	CHs	
Teaching documents emailed or posted out: <ul style="list-style-type: none"><li>• Reporting schedule</li><li>• Reporting style guide</li><li>• Expectations of a teacher document</li><li>• Marking / Assessment Policy</li><li>• Discipline Policy</li></ul>	CHs	
Tutoring documents emailed or posted out <ul style="list-style-type: none"><li>• Tutoring Handbook</li><li>• Expectations of a tutor</li></ul>	CHs	
Activities options discussed and organised	CHs	
If relevant - House allocated and is on SIMS	LM	
Tutor group allocated and seating for Crampton Hall arranged	LM	

Tasks on day of arrival:		
Staff member met first thing in the morning	Line manager	
Laptops are allocated, and log-in details are checked to ensure that these work	ICT Support Staff	
Induction programme is managed	CHs	

In the first month:		
Health and safety training / paperwork completed	RH	
Meeting with SENCO and Head of EAL	WF/CG	
Meeting with Round Square Coordinator	IC	
A session with Deputy Head Academic regarding the completion of reports before the first round of reports opens	EV	
Details of probation year and procedures	CHs/EV	

In the first year:		
Professional Development review	CHs	
Student surveys completed	CHs	
Headmaster/SMT lesson observation	IAL/SMT/CHs	
Review meeting with Headmaster	IAL	
Join the Professional Development Review (PDR) programme	HoF	