



School Induction Policy

This policy should be reviewed annually and as required by legislation.		
Action	Reviewer	Date
Review	AS/MG	Feb 2025
Approved by Chair of COM	BB	Feb 2025
Date for next internal review	AS/MG	Feb 2027

Introduction

At The Children's House School, we are dedicated to providing a comprehensive induction for new staff to ensure they are well-trained and supported in their roles. This process is a collaborative effort between the Headteacher, Deputy Headteacher, HR, and Admin teams.

- **Headteacher and Deputy Headteacher:** Oversee the induction, introducing the school's ethos, values, and expectations. Provide subject-specific training and support on academic and behavioural standards.
- **HR:** Manages the administrative aspects, including contracts, training, and access to resources.
- **Admin:** Ensures new staff have necessary materials, technology, and answers to initial queries, as well as a tour of the premises and an introduction to fire safety assembly points.

FIRST INDUCTION MEETING:

This meeting must take place before or on the new permanent staff member's first day and be completed within the same week. The inducting member of staff must explain all items on the new member of staff's Induction Checklist and the Employee Health and Safety Induction Training Record. All staff and governors will be provided with data protection training as part of their induction process.

A full induction meeting will take place for long term temps who are expected to be with the school for longer than 1 month.

All permanent staff must be shown the Staff Handbook on SharePoint which contains all the school policies and information about training.

ALL staff and volunteers are required **within one week of joining the school** to have read the first set of key policies named below and to sign and return the form on each of these documents to say they have read, understood and agree to abide by the policy and procedures. Staff are also required to sign the Induction Checklist as evidence that they have received this initial part of the school induction.



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Policies which require staff and volunteers to sign and return to the school administrator are:

- Safeguarding and Child Protection Policy
- Confidentiality Policy
- Staff Code of Conduct
- Data Protection GDPR (and Acceptable Use Policy). This includes requirements under our filtering and monitoring responsibilities which includes when to report

Within two months of joining, all permanent teaching and non-teaching staff must have read the following policies which are all found on the policy file in the SharePoint:

- Employee Handbook
- Anti-Bullying
- Equality
- Health & Safety
- Outings
- Appraisal & Performance Management
- Intimate Care
- Medicine
- First Aid
- Whistleblowing
- Food Safety and Cooking
- Infection Control
- Complaints
- Arrival and Departure
- Fire Safety/Alarm Checklist/Fire Drill
- Online Safety

APPOINTING A MENTOR:

All permanent new teachers and teaching assistants will be allocated a mentor who will arrange a meeting with the new employee within one week of joining and, thereafter, two weekly intervals for the first month, monthly for the next three months. The role of the mentor is to support the teaching practice of the new employee. This may include discussions about what resources are available in school, medium-term plans, assessment, recording, reporting, moderation and iTrack.

This Policy was reviewed in February 2025 and will be reviewed again in two years' time.

Signed _____ Brodie, Bibby, Chair of the Council of Management



**APPENDIX 1:
Induction checklist below**

INDUCTION CHECKLIST

Name:
Position:

Date joined:

The Team	Name	Responsibility	Sign off
Mentor (if applicable)		HR	
Headteacher	Ellie Grunewald	HR	
Senior Leadership Team	<ul style="list-style-type: none"> • Taiba Hussain (Deputy Head) Nursery • Mihaela Zama 	HR	
Business Manager	Ainsley Stocker	HR	
Administrator	Laura Jones	HR	
Equal Ops Officer	Ellie Grunewald	HR	
Safeguarding Leads	Ellie Grunewald/Mihaela Zama	HR	
IT Coordinator	David Fonseca	HR	
Head of Council of Management	Brodie Bibby	HR	
Area of induction	Reading, Note and/or Action	Date Completed	Responsibility
Term dates & INSET information	Shared in advance prior to the start of term		HR
Training (to be sent ahead of employee starting)	Safeguarding Prevent Fire Cyber Data Protection First Aid Sexual Harassment Diversity Health & Safety Food Hygiene (EYFS)		HR
General	Staff Handbook		HR
Sickness and absence arrangements	Staff Leave of Absence Policy		HR
BLIP	Access/app/how to use		HR
Job Description and staff handbook	Check Job Description		HR
Health & Safety	Health & Safety Policy Peninsula H&S Handbook		HR
Staff Code of Conduct	*signature		HR
Confidentiality	Confidentiality Policy *signature		HR
Safeguarding Policy	Safeguarding Policy *signature		HR
Confidentiality	Confidentiality Policy *signature		HR



Data Protection GDPR	Data Protection Policy *signature		HR
Other Policies (on policy folder, share link)	Behaviour Management Policy Behaviour policy Anti Bullying Policy Equal Opportunities SEN Policy Whistleblowing		HR
Equal Ops	Equality Policy, SEN Policy, SEN pupils if appropriate		HR
Complaints procedure	Complaints Policy		HR
Premises	Tour		Admin
ISAMs	Registration Policy		Admin
School security	Arrival & Departure Policy, church security		Admin
Fire Procedures	Fire Drill, assembly points and locations of fire safety/crash alarm equipment		Admin
Medical Alert List	Medical alert & First Aider Lists Emergency first aid list, Food, Health & Hygiene Policy		Admin
First Aid Procedure	First aiders, accident book, First Aid Policy, first aid kits Blip! You will be sent login details for BrightHR where you can set a password and use that to log into the Blip! App (found in app store)		Bus Manager
First Aid	First Aid Policy/Head Bump Policy		Admin
Communication	Office365 – you will be sent login details and calendar invitations		Admin
School Website	Holds school information, calendar, parent portal: Parents@childrenshouseschool.co.uk Password: TCHAutumn2024!*		
Resources	Procedures for ordering, copying & printing		Admin
Online Safety	Online Safety Policy and Acceptable Use Agreement		DF
IT logins	Logins provided (see list below)		DF
Intimate care	Intimate Care Policy - (only permanent teaching staff will deal with children's physical needs).		Head/Deputy Head
SharePoint Sites Calendar & Daily Timetable	Calendar Class and individual timetables Duties incl wet play Meetings INSETs Assemblies		Head/Deputy Head



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Extra-curricular	Before and after school clubs, timings and information		Head/Deputy Head
Resources	Reading schemes		Head/Deputy Head
Assessment, Recording & Reporting	Assessment, Moderation, Recording & Reporting Policy & Schedule		Head/Deputy Head
Trips	Ratios Trip booking protocols incl risk assessments		Head/Deputy Head
Appraisal, supervision, performance management	Appraisal & Performance Management Policy & Schedule		HR/Head

Final Sign Off

Confirmation that all listed information has been covered.

Headteacher/Deputy Headteacher:

HR:

New staff member:

List of Logins

	Username /Email	Link
Email		https://login.microsoftonline.com/
Access to SharePoint		
White Rose Maths		https://whiterosemaths.com/login?redirect=%2F
Twinkl	each user	https://www.twinkl.co.uk/sign-in
iSams	Each user	https://childrenshouseschool.isams.cloud/
Times tables rock stars (Y3)		https://play.ttrackstars.com/auth/school/teacher
Purple Mash		https://www.purplemash.com/sch/children#/portal/children/teacher
Mathletics	each user	https://login.mathletics.com/
Jigsaw		https://jigsawpshe.online/login/
CLPE		https://clpe.org.uk/user/login
iTrack	each user	https://awl.itrackprimary.co.uk/login.cfm
NFER		https://hub.nfer.ac.uk/
NACE		https://www.nace.co.uk/