



Staff Induction Policy

This Policy is for the whole school including the EYFS

New employees at Annemount are provided with a full induction upon appointment. Expectations and school routines are made clear and are followed-up regularly in staff meetings, during observations as well as appraisals.

Aims

- To welcome new colleagues and enable them to familiarise themselves with the school building, health, safety, security and fire procedures
- To allow time to ask questions about their role and responsibilities
- To explain how school systems and procedures work

Documentation

All new staff members are provided with copies and/ or access to the main school policies and documentation including (this is not an exhaustive list):

- Teacher Handbook *including Complaints Procedure and Code of Conduct*
- Behaviour and Anti-Bullying Policy
- Safeguarding Policy including *Children who are absent from education*
- KCSIE 2025 Part One and Annex B
- A copy/link for 'Working together to Safeguard children, 2023'
- A copy/link to 'What to do if you are Worried a Child is Being Abused'
- Health and Safety Policy
- Whistleblowing Policy
- Curriculum Policy and school planning templates
- Online Safety Policy including *Acceptable Use of ICT*
- Fire Safety Policy and procedures
- Procedure for dealing with and reporting incidents and accidents
- Visitors and Volunteers Policy
- First Aid Policy
- Procedures relating to collection of pupils
- School Calendar and Dates
- Registration procedures

Induction of New Staff

New employees have access to the following information as part of their induction (this is not an exhaustive list):

- Role of the DSL and deputy
- Dates for the academic year
- Dates for the Diary for the coming term
- A tour of the school and its facilities
- Introduction to all staff
- Invitations to upcoming school events
- Statutory training e.g. Safeguarding, Paediatric First Aid
- Opportunities for professional development
- Timetables and rotas

- Class Lists
- Allergy Lists and Information regarding Emergency Medication
- Curriculum Maps and Overview

Training and Development

The school updates its provision regularly and is committed to training the staff members to meet the evolving needs of the children, as far as it possible.

Employees are encouraged to self-evaluate their training needs and interests with the Head Teacher during appraisals and are able to choose from updated lists of available courses. The Head Teacher may also request that a staff member undertakes particular training as part of their role within the school.

Date: July 2025

Review: July 2026