



**Luston and Shobdon Community Primary Schools
Federation
including Luston Nursery**

**Induction Policy for School Staff, Volunteers and
Governors**

Last reviewed	12 February 2026
Renewal due	February 2027

This policy applies to all employees and also, as appropriate, to volunteers, agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation and mentoring as appropriate.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for a successful and safe contribution to the Federation. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The Induction Programme should be cross-referenced to the ECT framework requirements and probationary periods for support staff, as appropriate.

Induction is an organic, on-going and evolving process that realistically takes weeks and months. The ethos of the Federation is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for information and help however big or small.

The induction process should:

- Provide information and training on the Federation's policies and procedures

- Provide Child Protection information, including outlining responsibilities
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of children, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Identify and address any specific training needs

The induction programme may include:

- A meeting with the Executive Headteacher or member of the Leadership Team
- Signposting to the list of essential policies on the website, signing that these have been read
- Receiving copies of essential documents relating to the role
- Explanation of help and support available
- Details of work shadowing and assigning of a buddy if appropriate
- Details of other relevant individuals with responsibility for induction eg. the IT technicians to offer logins etc., the designated mentor or supervisor

Appendix One: Management and Organisation of Induction

Responsibility for Induction

The Executive Headteacher is responsible for the overall management and organisation of induction of new teacher employees.

The Heads of Schools are responsible for the overall management and induction of the lunch team, supply teachers, and agency staff as well as of organisation of the induction of volunteers.

The Inclusion Lead is responsible for the overall management and organisation of induction of new teaching assistants.

The clerk to the Governing Body and the Chair of Governors is responsible for the overall management and organisation of induction of governors.

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible.
- Provide, is appropriate, a tour of the school and information about facilities, answering questions and giving practical advice.
- Introduce key personnel and assigning a buddy.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix Two: The Induction Programme

The person responsible for induction should ensure that an Induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Child Protection information
- Health and Safety procedures
- A checklist of the policies and procedures to be understood
- Details of help and support available
- A diary of meetings
- Details of other relevant individuals with responsibility for induction eg. the designated mentor or supervisor
- Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Guidance for safer working practice
- Behaviour management policy
- Relevant information from the Staff Handbook
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Teaching Assistants

All new staff will be given appropriate induction advice, training and resources by their line manager. This is likely to be over time and as necessary.

- Safeguarding children and children protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Guidance for safer working practice
- Curriculum documents
- Staff Handbook
- School website
- Policy documents

- Assessment procedures
- Class information
- Information on whole school and year group data including vulnerable groups
- Timetables

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include:

- Safeguarding children and children protection
- Fire and emergency procedures
- First Aid
- Guidance for safer working practice
- Staff handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking/Lunchtime Team

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Guidance for safer working practice
- Staff handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc.

Governors

All new governors should be given appropriate induction advice, training and resources. This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Guidance for safer working practice
- Current relevant school information, policy documents, Ofsted report, ASP,

- Staffing list
- DfE/HGA information on the role of a governor
- Governing Body Policy documents
- Dates and times of full Governing Body and committee meetings
- Information and access to governor training courses

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Head of School, School Administrator or Headteacher.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Guidance for safer working practice

Name: _____

Start Date: _____

Mentor _____

Induction Element	Tick and initial on completion	Notes
Day One		
Meet Headteacher, Head of School, Administrator for an introduction to the school		
Check DBS and identity on first visit		
Show where sign in/out book is kept and adhered to		
Information shared regarding Child Protection and Designated Safeguarding Lead		
Information shared regarding confidentiality and information sharing protocols		
Meet member (s) of staff who you will be working with and be shown the task expected and where you will be working		
Tour of school and facilities		
Emergency procedures and security procedures		
Use of personal mobiles, dress code and code of conduct		
Health and Safety aspects relating to individual's work environment and whole school		
School behaviour and rewards systems understood		
Essential policy documents listed (in folder on Common Staff or on the website) to be read: <ul style="list-style-type: none">• Keeping Children Safe in Education• Guidance for Safer Working Practice• Safeguarding and Child Protection Policy• Behaviour Policy• Anti-bullying Policy		

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| <ul style="list-style-type: none">• Whistle Blowing Policy• Health and Safety Policy• Fire Procedures | | |
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