



STAFF INDUCTION – SCHOOL BASED

This form should be completed prior to a new employee commencing their employment.
A signed copy of this form should be placed on the staff members personnel file.

Name of staff member:	
Job title:	
Date of employment:	
School Employed at:	
Name of Person Conducting Induction:	
Name of Mentor / Support person:	

Section 1 – Procedures, Guidance and Information

		Completed
Welcome	• Welcome and introductions • Check new employee has received their contract of employment • Check new employee has received electronic copy of contract and that they have signed and returned it to HR Manager	
Trust Information	• Go through power point with introduction to Leading Learners Trust and Central Team Staff	
School Structure	• Explain the structure of the school and how their role sits within this	
Policies and Risk	• See attached list of Policies / Risk Assessments that employee should read and familiarise	

Assessments	themselves with • Inform employee of where police/risk assessments are located in school	
School Building	• Show new employee around the building highlighting key areas such dining hall, toilets, staffroom, reprographics room, headteachers office etc. • Ensure employee is made aware of any known asbestos in the building • Introduce employee to colleagues • Introduce employee to mentor (if applicable)	
School Day	• School start and finish times • School Holiday Schedule • Break and lunchtimes for children • Time of employees lunchtime break and length	
Communications	• Staff to be shown how to log on to emails • Email address and password given • Days and times of staff briefings, meetings etc.	
Systems	• Staff to be shown how to log on to computer, Arbor, HR Portal, CPOMS etc. • Explain HR system and how to add overtime, mileage, leave, holidays etc. • Explain to employee cut of points for payroll and date of salary payments • Explain how pay increments are awarded • Explain how staff should report their absence. • Username and Password given for all systems • Where photocopiers are located and code issued	
Expectations of Staff	• To wear clothing appropriate to their role • Attend staff briefings and meetings where applicable • Always follow trust and school policies and procedures • Check emails on a daily basis • To complete all compulsory training as directed	

	• To be punctual	
Fire and Evacuation	• Action to take in the event of a fire • Location of call points • Location of assembly points • Identity of Fire Wardens • The role of staff in general • The role of the staff member concerned • Fire Alarm Check – Day and Time • Lockdown Procedures	
First Aid	• Location of first aid boxes • Identity of first aiders • Procedure for summoning first aid • Procedures for children with medication • Procedures for children with Asthma	
Security	• Security procedures • Signing in and out of the building • Security codes • Visitor procedures	
Other	• Car parking arrangements • Housekeeping	
Incident Reporting	• Employee accident reporting • Reportable injuries – Staff and Children • Violence to staff	

Personal safety	• Lone working procedures • Location of any known asbestos	
Staff Training	• Username and password issued for online training system • Employee shown how to access training website	
Wellbeing	• Trust/school wellbeing benefits	
Any Questions from employee:		

Section 2 – Probationary Period and Expectations

		Completed
Length of probationary period	• Scale point 22 and below – three months • Scale point 23 and above – six months N.B. Probationary periods can be extended up to a maximum of 12 months	
Expectations during probationary period	• What the employee is expected to achieve in their role during the probationary period and thereafter. • Details of the core values of the organisation and behaviours expected of the employee. • The standards of regular attendance expected from the employee. • The standards of service expected from the employee. • Any development required to help the employee to do their job. • How any problems with performance will be addressed. • When the probationary period review meeting will take place.	

Section 3 – Key Policies and Risk Assessments

Key Risk Assessments	Key Policies and Documents
14 Major Allergens Sheet	Health and Safety including Arson
Administration of Medicine	Safeguarding & Child Protection and Low Level Concerns
Adverse Weather	Keeping Children Safe in Education
Asbestos	Working Off Site Policy
Fire Safety	ICT and Communications Systems
Car Park	Lockdown
Classroom – General	Lone Working
Cleaning	Use of Personal Mobile Phones and Mobile Devices
Contractors on Site	Violence and Aggression to Staff
Cookery Lessons & Food Preparation	Whistleblowing
COSHH Risk Assessment	Data Protection and Data Retention
Dining Hall	Staff Attendance Management
Early Years Play Areas	Staff Code of Conduct
Early Years Trim Trail (if applicable)	Staff Complaints and Grievance Procedures
Electrical - Appliances & Power Failure	Staff Leave of Absence
Events & Performances in School	Behaviour
First Aid	Grievance Policy
Hot Weather	Disciplinary Policy
HSE – DSE User Guide	Anti-Fraud
HSE – DSE User Workstation Checklist	
Inflatables	
Key Stage 1 & 2 Trim Trails (if applicable)	
Lone Working	

Manual Handling		
Playground		
Pregnancy Risk Assessment		
Putting Up Displays		
Security		
Site Manager		
Students & Volunteers		
Violence to Staff		
Working at Height		
Dogs in School		

Section 4 – Training Courses – Role Allocations

Course	Central Team	Senior Leaders	Teaching Staff	Teaching Assistants	Office / Business Manager	Administration Staff	Lunchtime Supervisor	Cleaner	Site Manager
<u>Induction Only</u>									
Whistleblowing	X	X	X	X	X	X	X	X	X
Low Level Concerns	X	X	X	X	X	X	X	X	X
<u>Annually</u>									
Certificate in Safeguarding & Prevent	X	X	X	X	X	X	X	X	X
Certificate in Cyber Security	X	X	X	X	X	X	X		X
Health and Safety	X	X	X	X	X	X	X	X	X
Online Safety – Teaching Staff	X	X	X						
Online Safety – Support Staff	X			X	X	X			X
Asbestos Awareness	X		X	X		X	X	X	
Asbestos Management		X			X				X
Anti-Fraud training	X	X	X	X	X	X	X	X	X
<u>Every Two Years</u>									
Safer Recruitment	X	X			X				
Asbestos	X	X			X				X
<u>Every 3 Years</u>									
GDPR	X	X	X	X	X	X			
Certificate in Equality, Diversity and Inclusion	X	X			X				
Fire Safety	X	X	X	X	X	X	X	X	X
COSHH	X	X	X	X	X	X	X	X	X
Lone Working	X	X			X				X
Manual Handling	X	X	X	X	X	X	X	X	X
Slips, Trips and Falls	X	X	X	X	X	X	X	X	X
Working at Heights	X	X	X	X	X	X	X	X	X
Display Screen Equipment	X								

Legionella		X			X				X
Food Hygiene							X		

Section 5 - Training Courses - Completion Schedule

Training Course	To be completed in first month	To be completed by end of month two	To be completed by end of month three
Whistleblowing	X		
Low Level Concerns	X		
Certificate in Safeguarding & Prevent	X		
Certificate in Cyber Security	X		
Health and Safety	X		
Fire Safety	X		
Online Safety	X		
Asbestos Awareness/Asbestos Management	X		
Safer Recruitment		X	
Asbestos		X	
GDPR		X	
Lone Working		X	
Slips, Trips and Falls		X	
Certificate in Equality, Diversity and Inclusion			X
COSHH			X
Manual Handling			X
Working at Heights			X
Display Screen Equipment			X
Legionella			X
Food Hygiene			X

Section 6 – Assets on Loan to Employee

[illegible]

Section 7 – Safeguarding

Topic	Cover these issues	Completed	N/A
Policies and Documents	- To read safeguarding and Child Protection Policy (school and trust) - To read Low Level Concern Policy if separate to the CP policy <u>Keeping Children Safe in Education – All staff</u> - Part one and Annexe A - To read school Intimate Care Policy <u>Business Managers / Admin Staff:-</u> - Part one, Part Two, Part Three and Annexe A <u>Senior Leaders and Designated Safeguarding Leads:-</u> - To be familiar with all sections and Annexes		
Procedures	- To provide names of Designated Safeguarding leads in school - How to report Safeguarding Concerns - How to report a Low Level Concern - How to report child on child abuse - How to make a prevent referral - How to whistle blow – Trust Policy must be read - To discuss the contextual safeguarding issues which the school faces - To introduce Safeguarding CPD logbook		
Training	See allocation sheet above for all training courses to be completed		
Systems	- Login for CPOMS (if applicable) - How to use CPOMS (if applicable)		

Section 8 – Declaration

	Yes	No
I can confirm I have received my induction and fully understand all of the procedures and information given to me.		
I acknowledge that it is my responsibility to make myself familiar with the policies, procedures and risk assessments.		
I understand that it is my responsibility to complete all training as stipulated in the training schedule.		
Upon leaving my employment I understand that all property assigned to me must be returned prior to my leaving date.		
I acknowledge that I am liable for any damage caused to Trust property during my employment.		
I confirm I have received a copy of my completed induction		

Employee		Staff Member(s) Conducting Induction	
Print Name:		Print Name:	
Signature:		Signature:	
Date:		Date:	