



## **Staff Induction Policy**

Yew Tree Farm School  
Bredgar and Wormshill Light Railway  
Swanton Street  
Sittingbourne  
ME9 8AT

Date - 29/01/24  
Reviewed by - Edwina Grix  
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This policy applies to all employees and members of the Executive Board who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring as appropriate.

Safeguarding 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 or Executive Board member to the duties of the post, and to Yew Tree Farm School as a whole, provide the foundation for successful and safe contribution to the school.

The Induction Programme is designed to help new employees and Executive Board members become familiar with the requirements of their position and learn about Yew Tree Farm School's culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The Headteacher is responsible for the overall management and organisation of induction of new employees and students on placement. The Chair of the Executive Board is responsible for the overall management and organisation of induction of its members.

The Headteacher will:

- Ensure that a new member of staff or Executive Board member is welcomed.
- Provide, if appropriate, a tour of the farm and information about facilities, answering questions and giving practical advice
- Provide information regarding key personnel, in particular those with responsibilities for Safeguarding

The induction process will:

- Provide information and training on the school's policies and procedures
- Provide Child Protection and Safeguarding training
- Explain the school's Code of Conduct to ensure that all staff and governors new to the school understand what is expected of them at school
- Identify and address any specific training needs and support the individual.

As soon as a new employee joins Yew Tree Farm School, they will be given access to the Staff Handbook and Farmer section of the school computer drive.

. This holds important information and policies that individuals will need to know in the first few weeks of joining Yew Tree Farm School

Induction will take place within the individual's first few weeks at the school and will include:

- an induction checklist of the policies, procedures and training (Appendix 1)
- details of help and support available
- details of other relevant individuals with responsibility for induction eg line manager

Staff will attend an induction session facilitated by the Headteacher and DSL Lead. This covers important information such as health and safety, fire and emergencies, School Development Plan, HR matters, staff code of conduct and general school information.

Staff will also have access to the Staff Handbook and School Drive– this is a self-led induction which staff can go through at their own pace.

## **The Induction Programme**

The Induction programme 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.

New Staff will receive as part of their induction:

- Staff Handbook
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- The school's safeguarding reporting procedures
- Staff code of conduct
- Health and safety
- Fire and emergency procedures
- First aid procedures
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Daily timetables
- Medical and allergy information for students as appropriate

## **Executive Board Members**

All new members of Executive Board should be given appropriate induction advice, training and resources by the Chair of the Executive Board. This may include:

- Staff Handbook
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Staff code of conduct
- Fire and emergency procedures
- First aid procedures
- Current relevant school information, policy documents and School Development Plan data.
- DfE information on the role of governor
- Dates and times of whole Executive Board body and subcommittee meetings

- Access and information of previous Executive Board body minutes
- Information and access to governor training courses.

## Appendix 1

### Yew Tree Farm School Induction Checklist for Farm Staff

The following Induction is to be carried out by a member of Senior Staff.

<b>Safeguarding</b>	<b>Date Covered</b>
School Safeguarding team	
Procedure for reporting concerns	
Attendance Procedures	
Procedures for Visitors coming into School/Lanyard Identification/Security	
<b>Fire Safety</b>	<b>Date Covered</b>
Procedure in the event of fire alarm/Emergency fire plan	
Assembly point and roll call	
Use of fire-fighting appliances	
<b>Health and Safety</b>	<b>Date Covered</b>
Health and Safety Policy	
Issue of personal protective equipment (PPE)	
Procedure in the event of an accident/incident – staff and pupils	
First aiders	
Hazard identification and reporting – Risk Assessments	
Smoking policy	
Security	
Severe Weather	
COSHH/Risk Assessments	
<b>HR Procedures</b>	<b>Date Covered</b>
Probationary Periods (non-teaching staff)	
Job Description	
Sickness Reporting and Management of Absence Policy	
Leave of Absence Requests and Policy	
DBS Renewals	
Single Central Record and Changes of Address, Name etc	
Pay Dates and Payroll/Pension Queries	
Pay Slips	

Policies and Procedures	
<b>Staff Wellbeing</b>	<b>Date Covered</b>
Mental Health First Aiders	
Staff Well-being Policy	
<b>Staff Development and Training</b>	<b>Date Covered</b>
Performance Management Cycle	
CPD and Training	
<b>GDPR</b>	<b>Date Covered</b>
GDPR Policy	
GDPR Breaches	
<b>Issue of equipment etc</b>	<b>Date Covered</b>
Keys	
ICT	
Logins – Drive, Tapestry, CPOMs	
Uniform	
<b>General Information</b>	<b>Date Covered</b>
E-mail, website, School Comms	
Mobile Phones	
Sign BOYD	

I confirm that all of the topics above have been covered within my induction.

Name:

Signature:

Date:

The following part of the induction is self – led and must be completed by the end of the first week of employment at Yew Tree Farm School

Please return this form to the Headteacher.

## School Policies and Procedures

All School Policies are available on the Yew Tree Farm School website.

You should familiarise yourself with all of the School's policies – all updates are added to the drive immediately after being approved by the Executive Board – staff will be emailed with these.

You should read the following policies/guidance within the first week of your employment:

Policy/Guidance	Date Read
Child Protection and Safeguarding Policy	
Keeping Children Safe in Education Guidance	
Health and Safety Policy	
Staff Handbook	
Behaviour Policy	
BOYD	

I confirm that I have read and understood the above policies and procedures.

Name:

Signature:

Date:

Please return this form by the end of your first week of employment to the Headteacher