**Induction Procedure**

**Introduction**

Induction applies to all employees and also, where appropriate, to volunteers, agency staff and teachers who will receive a tailored induction programme which will include relevant information, training, observation and support. Safeguarding and health and safety are prominent features of the induction programme for everyone at Hereford Learning Hub.

Hereford Learning Hub is divided into areas which reflect learners’ chronological age, as well as their social, physical, emotional and cognitive needs. Each of these areas is very different and it is therefore the case that induction not only applies to those who are new to our setting but also to those who are moving between different areas of the setting. Colleagues may transition between different areas of the setting at any time and it is therefore imperative that they receive appropriate induction in a timely manner.

Delivery of a comprehensive induction is a responsibility that is shared by everyone at Hereford Learning Hub. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or teachers to the duties of the post, and to the setting as a whole, provide the foundation for successful and safe contribution to the setting. The Induction Programme is designed to help new employees, volunteers and teachers become familiar with the requirements of their position and learn about the setting culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process will:

* Provide information and training on the setting’s policies and procedures
* Provide Child Protection training and assess its effectiveness
* Enable the colleague to contribute to improving and developing the overall effectiveness of the setting, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
* Contribute to the colleague’s sense of job satisfaction and personal achievement
* Explain the setting’s Code of Conduct to ensure that all staff, volunteers and teachers new to the setting understand what is expected of them at the setting and gain support to achieve those expectations
* Identify and address any specific training needs

# Principles

Members of staff who are new to our setting have a right to expect colleagues to be:

* **Welcoming** – this includes being introduced to all of the members of the team they will be working with, being shown where to store their belongings and being provided with an orientation of the area they will be working in (classroom, playground, toilet / change facilities, specialist equipment, how to summon help, staffroom facilities, emergency evacuation procedures, access codes and security).
* **Helpful and informative –** sharing learner profiles, including likes and dislikes, medical needs, toileting arrangements, lunchtime and breaktime routines and timings
* **Supportive** – everyone will need time to get to know the learners they are working with and the classroom routines. Colleagues should offer assistance and be available to answer questions.

The induction programme is phased and delivered over a number of weeks to avoid overwhelming new colleagues.

# Responsibilities

Everyone at Hereford Learning Hub has an important role to play in providing a comprehensive induction. Specifically, responsibilities are as follows:

# Head Teacher (SLT)

* Overall responsibility for ensuring everyone receives a comprehensive induction
* Personally welcome the new colleague and share a photograph with all staff with the role they will be undertaking and where they will be working
* Provide an overview of the setting and management structure (HT and teachers)
* Provide a tour of the setting and information about the facilities, answering questions and providing practical advice.
* Ensure new colleagues are familiar with their terms and conditions of peripatetic employment and know where and how to complete invoices if necessary.
* Ensure that new colleagues are familiar with the Staff Code of Conduct and what is expected of them
* Ensure that new colleagues have the necessary clearances in place and have received a safeguarding briefing from the Designated Safeguarding Lead (DSL) before entering the classroom
* Ensure that new colleagues receive a Health and Safety induction before entering the classroom
* Ensure that immediate training needs are identified before taking up the position where possible
* Regularly check in with the new colleague to find out how they’re getting on, including whether they have been made to feel welcome by those around them.
* Make themselves available to provide guidance and to answer questions
* Feedback to SLT how the person is getting on and any additional support required.
* Introduce the learners in the class and allow the new colleague time to read each learner’s profile and to ask any questions
* Explain the classroom routines and show the new colleague around the classroom and outdoor space
* Ensure that the new colleague is aware of emergency evacuation procedures and any relevant risk assessments
* Provide feedback to the Area Lead on how the new colleague is settling in and make recommendations for additional support and/or training where a need has been identified.
* Medical needs
* First aid

# The Induction Programme

The Induction Programme will be tailored to the post and to the post-holder’s experience. The areas of content which should be considered for each category of staff are set out below but these should not be seen as exhaustive.

A check list will enable the new starter and setting leads to ensure that each aspect of the programme has been completed and understood.

Training a new class colleague (including agency staff) will receive **before** they start in the classroom:

* Safeguarding (45 min meeting with ZR/DSL)
* Time to watch introduction to safeguarding + KCSIE videos
* Orientation tour of the whole setting, explanation of the organisation
* Time to read therapeutic approach information (written)
* Introduced to Staff Handbook

In their **first week** new staff will:

* Meet with ZR who will explain health and safety matters.
* Explain the setting’s therapeutic approach to behaviour support

In their **first month** new starters will have:

* Time to watch Prevent video

In their **first term** new starters will undertake training in

* First aid

# Teachers

All new Teachers should be given appropriate induction advice, training and resources by Headteacher and Health and Safety Lead. This may include:

* Safeguarding briefing
* Part 1 of Keeping Children Safe in Education and the Child Protection Policy and Safeguarding Policy
* Health and safety, including fire and emergency procedures
* Current relevant setting information, policy documents and Setting Improvement Plan data.
* Setting brochure including staffing, Ofsted and setting performance data
* DfE information on the role of teacher
* Dates and times of meetings
* Access and information of previous minutes
* Information and access to teacher training courses.
* Staff Handbook

# Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Setting Business Manager and Health and Safety Lead. This should include:

* Safeguarding briefing children and children protection and Part 1 of Keeping Children Safe in Education
* Health and safety including fire and emergency procedures