



**The Westminster
School**

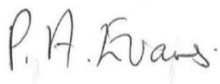
Safe, Happy and Learning Together

www.thewestminsterschool.co.uk

2022/2023

Staff Induction Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	10/11/2022
Signed by Chair of Governors:	
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson
Date of Review:	10/11/2025

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 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 successful and safe contribution to the school.

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 Head Teacher is responsible for the overall management and organisation of induction of new employees/ The HR manager is responsible for the management and organisation of induction for volunteers, students on placement and agency staff. The Chair of Governors is responsible for the overall management and organisation of induction of Governors.

The HR Manager will:

- Ensure that a new member of staff, volunteer or Governor is welcomed.
- Provide, if appropriate, a tour of the school 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
- Enable the individual to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at school
- Contribute to the individual's sense of job satisfaction and personal achievement
- Identify and address any specific training needs and support the individual.

As soon as a new employee with the School, they will be given access to the [Welcome to The Westminster School Section](#) on the HR Hub. This holds important information and policies that individuals will need to know in the first few weeks of joining The Westminster 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
- a statement of training needs, in particular Child Protection and Health and Safety
- a checklist of the policies and procedures to be understood
- 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 HR Manager and School Business Manager. 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 Induction and CPD Hub on SharePoint – this is a self-led induction which staff can go through at their own pace. It has links to all of the software the school uses including Safeguarding and Evolve, school policies and procedures, HR hub, Health and Safety Hub, School Planning Hub and Staff Wellbeing Hub.

CPD sessions taking place in school are recorded and this training is accessible to all staff via the CPD video bank, including new starters.

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.

Teachers, Learning Support and MDSA 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
- Policy documents, including School Development Plan
- Assessment advice, recording, reporting, resources and procedures
- Daily timetables
- Medical and allergy information for students as appropriate

Administrative 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
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration etc.

Governors

All new Governors should be given appropriate induction advice, training and resources by the Clerk to Governors/Head Teacher/Chair of Governors. 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
- Current relevant school information, policy documents and School Development Plan data.
- DfE information on the role of governor
- Dates and times of whole governing body and subcommittee meetings
- Access and information of previous governing body minutes
- Information and access to governor training courses.

Supply Staff, Volunteers and Students on Placement

All new supply staff, volunteers and students should be given appropriate induction advice, training and resources by the HR Manager in a Welcome Pack which includes:

- Important Information for Supply Staff
- Child Protection and Safeguarding Policy
- Keeping Children Safe in Education Guidance Part 1
- Staff Handbook
- Staff Code of Professional Conduct Policy
- Leave of Absence Policy
- Social Media Policy
- Whistleblowing Policy
- Health and Safety Policy
- Management of Absence Policy
- Behaviour (Wellbeing and Engagement) Policy
- Online Safety and Acceptable Use Policy

All new supply staff who are undertaking a long term role with The Westminster School will attend a formal induction meeting to ensure that they are equipped to contribute to improving and developing the overall effectiveness of the school.



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Staff Induction Checklist

Welcome to The Westminster School. Please enter the date item/areas are covered in your induction in the right-hand column and return to the HR Manager when all items/areas have been covered.

Name:	Start Date:
Job Title:	

Welcome to The Westminster School	Date Covered
School aims and objectives	
School calendar	
SLT and Governing Board	
School Development Plan	
Policies and Procedures	
Staff Briefings/Wellbeing Wednesdays	
Staff Meetings/INSET Days/Twilight Sessions	
Car Parking and Car Details	
Departments e.g. Admin/SLT/Pastoral	
The Westminster Specialist College	

Safeguarding	Date Covered
School Safeguarding team	

Procedure for reporting concerns	
Registers	
Procedures for Visitors coming into School/Lanyard Identification/Security measures	
Fire Safety	Date Covered
Procedure in the event of fire alarm/Emergency fire plan	
Assembly point and roll call	
Evacuation Chairs/Lift and PEEPs	
Use of fire-fighting appliances	
Fire Marshal	
Health and Safety	Date Covered
Health and Safety Policy	
Issue of personal protective equipment (PPE)	
Procedure in the event of an accident/incident – staff and pupils	
Isolation/immobilisation procedure for machinery and equipment	
First aiders	
Hazard identification and reporting – Risk Assessments	
Smoking policy	
Security and CCTV	
School Closures	
COSHH/Risk Assessments	
HR Procedures	Date Covered
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	
Online Pay Slips	

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Staff Development and Training	Date Covered
Performance Management Cycle	
CPD and Training	

Staff Wellbeing	Date Covered
RISE Employee Assistance Programme	
Mental Health First Aiders	
Occupational Health Service	
Staff Wellbeing Hub on SharePoint	

GDPR	Date Covered
GDPR Policy	
GDPR Breaches	

Issue of equipment etc	Date Covered
Keys – including safety keys (801)	
ICT	
Logins – SIMs, email, Sleuth, Safeguarding Software etc	
Photo pass	

General Information	Date Covered
E-mail, website, School Comms	
Mobile Phones	
Form Central	
Sign E –Safety and Acceptable Use Policy	
Site set up – FM, ICT, Autograph, BSF /Map of School	
Sandwell Rewards	
Curriculum Handbooks	

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

Signature:

Date:

Please return this form to the HR Manager.

School Policies and Procedures

All School Policies are available on SharePoint at
<https://westminstersandwell.sharepoint.com/sites/PoliciesHub>.

You should familiarise yourself with all of the School's policies – all updates are emailed to staff immediately after being approved by Governors.

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

Policy/Guidance	Date Read
Child Protection and Safeguarding Policy	
Staff Professional Code of Conduct	
Social Media Policy	
Leave of Absence Policy	
Whistleblowing Policy	
Keeping Children Safe in Education Guidance	
Health and Safety Policy	
Staff Handbook	
Management of Absence Policy	
Behaviour and Wellbeing Policy	
e-Safety and Acceptable Use Policy	

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 HR Manager