Seva Education

Induction Policy

Date Agreed:	5/6/2024
Agreed By:	The Seva Governing Body
Reviewed and Updated:	5/6/2025
Next Review Date:	5/6/2026

1. Policy Statement

This Induction Policy aims to ensure that all new staff, students, governors, and volunteers receive a comprehensive introduction to the school's ethos, values, policies, and procedures. The goal is to provide a smooth transition and effective integration into the school community.

2. Purpose of Induction

The induction process will:

- Provide an overview of the school's mission, culture, and expectations.
- Ensure that individuals are aware of their roles, responsibilities, and standards of conduct.
- Familiarize new members with key policies and procedures, including safeguarding, health and safety, and behaviour management.
- Introduce the structure of support and performance management processes.

3. Scope

This policy applies to:

- Teaching and support staff (permanent and temporary)
- Newly Qualified Teachers (NQTs) / Early Career Teachers (ECTs)
- Supply staff
- Volunteers
- Governors
- Students (new admissions and mid-year entrants)

4. Induction Procedures

4.1 For Staff

- **Welcome Meeting**: Introduction to leadership team, tour of the school.
- **Induction Pack**: Includes staff handbook, key policies, job description, timetable, emergency procedures.
- **Mentor Assignment**: A designated mentor or line manager to support the initial phase.
- **Initial Training**: Includes safeguarding, behaviour policy, SEN support, and IT systems.

- **Regular Review Meetings**: Feedback and support meetings at 2 weeks, 6 weeks, and termly.

4.2 For Early Career Teachers (ECTs)

- Induction follows the statutory two-year framework.
- Assignment of an Induction Tutor.
- Observations, feedback, and progress reviews as per national guidelines.

4.3 For Volunteers

- Safeguarding briefing and DBS checks.
- Overview of relevant school policies.
- Clear role description and expectations.
- Assignment of a contact staff member.

4.4 For Governors

- Welcome pack including strategic plan, Ofsted reports, policies.
- Meeting with Headteacher and Chair of Governors.
- Training sessions (safeguarding, school finance, data protection).

4.5 For New Students

- Welcome tour and orientation session.
- Allocation of a student buddy.
- Introduction to timetable, rules, and support services.
- Follow-up by pastoral staff after the first few weeks.

5. Roles and Responsibilities

- **Executive Headteacher**: Overall responsibility for the implementation of this policy.
- **Heads of School/Deputy Headteacher/Assistant Headteacher/Line Managers/Mentors**: Day-to-day induction and ongoing support.
- **HR/Office Staff**: Preparation of induction materials and documentation.
- **Designated Safeguarding Lead (DSL)**: Ensure all safeguarding training is completed.
- **Governing Body**: Oversight of induction effectiveness for strategic roles.

6. Monitoring and Evaluation

- Induction checklists to be completed and signed off.
- Feedback gathered from new staff and stakeholders to improve the process.
- Annual review of the policy and its implementation by SLT and governors.

7. Review of Policy

This policy will be reviewed every two years or sooner if required by changes in legislation or best practice guidance.