



ALDERMAN JACOBS PRIMARY SCHOOL

STAFF INDUCTION POLICY

Aim

This policy sets out how all new staff will be welcomed at Alderman Jacobs. It is our aim that new employees are supported to know who they can seek help and support from and to know our school expectations

Legislation and Guidance

Sections 135A, 135B and 141C (1)(b), of the Education Act 2002 and associated Education (Induction Arrangements for School Teachers) (England) Regulations 2012 applies to the appointment and induction of NQT's. The academy complies with the DfE statutory guidance Induction for Newly Qualified teachers.

For employees employed in a Support Staff role an induction procedure is non contractual and for guidance only. It applies to all new support staff employed by the school/academy regardless of their permanent, fixed-term, full- or part-time status. Employees who are employed as Support Staff will be subject to a six month probation period.

Introduction

When you join our school we will ensure that you are made to feel welcome and can quickly settle into school life. During the first weeks and months we will provide an induction programme which will cover our approach to training, monitoring of teaching and learning, safeguarding and child protection and whole school approaches to teaching and assessment. The induction process will be cross reference to the NQT induction requirements and probationary periods as appropriate. The Headteacher is responsible for the overall management and organisation of the induction process but each new member of staff will be paired with a mentor; a friendly face to whom you can ask anything at all! Before your employment commences your mentor will contact you to introduce themselves, ensure any immediate needs are identified and answer any questions you may have. You will be given an initial tour and shown the facilities and resources, introduced to key personnel and made aware of fire, health and safety. You will be asked to read and sign to show that you understood our Child Protection Policy and Keeping Children Safe in Education document. You will be given a checklist to help us and you know that everything has been covered.

Below is a list of helpful information that should help with your transition into our school.

Staff Sickness/absence

If you are unwell and unable to come to school, you must let the school know as soon as possible. The first point of contact for you is the school office 01733 202403 during the working day. Outside of school hours, **teachers** should contact **Cathy Carlisle 'mobile phone number provided in school'** or **Nicky Baker 'mobile phone number provided in school'**; **teaching assistants** should contact **Denise Burt 'mobile phone number provided in school'**. You must let the school know if you intend to be away for more than one day so that arrangements can be made. If we do not hear from you by 4.00pm, we will assume that you will be back in school the next day.

If you need to be absent for any other reason, requests may be made via your line manager by completing an Absence Request Form or by writing a formal letter to the Governing body to request extended leave. Please refer to the Leave of Absence Policy for more information and guidance.

Children going home/ medicines

If a child in your care is unwell and you feel that they should be sent home, it is your responsibility, as class teacher to make that decision. If you would like a second opinion, please speak with a First Aid trained member of staff. You or a TA in your class should contact the parent or designated carer for the child, if it is during teaching time, please ask the Office to contact the parents or designated carer for the child for you.

Children **MUST ONLY** go home with a designated carer. If you are unsure, please ask for advice from your Phase or Team leader.

Lynn Wright is responsible for medical issues within the school. She will help if you are unsure about a child.

Staff are **NOT PERMITTED** to administer medicines. Parents must be referred to the school Office.

PPA

As a teacher you will be given the allocated time for PPA. PPA cover is mostly arranged so that you can work with your immediate colleagues. There is a dedicated room available. PPA time may also be used as a meeting time to discuss the children in your care.

If you lose your time, for unforeseen circumstances, please see Nicky Baker.

If you are on a course, or off sick, you will not be eligible for PPA in addition to this.

Morning activities

In Preschool and EY settling activities are set up at the beginning of each session.

In KS1/2 every morning we aim to provide a calm time for our children coming into school. All teachers welcome the parents and children by greeting their line at least 5 minutes before the bell rings. As soon as children are in class, they should have a morning activity, which may include independent reading, finishing off work or moving on comments. Activities should have a real purpose.

Wellbeing

We are very lucky to have a designated Well-being Team to support the children. Mel Randall is our Behaviour Mentor and provides preventative support in the classroom, Steph Weller our Learning Mentor supports children's emotional and academic wellbeing & Beatrice Dark is the family support worker who visits every Tuesday & Thursday. For staff we also have a well-being co-ordinator who organises special events and keeps us supplied with biscuits!

CP issues

The designated people in our school are:

Denise Burt

Abi Shepherd

Nicky Baker
Cathy Carlisle

EY Designated Person
Sarah Holdsworth

If you have any concerns, no matter how insignificant you may think they are, please report them. There are coloured forms in the staff room. These must be filled in with all details and signed by you. They must be given to Cathy Carlisle or Denise Burt. Please remember that ALL of this information is STRICTLY CONFIDENTIAL and MUST NOT be talked about to any other member of staff.

Bullying / Racist Incidents

We take all bullying and/or racist incidents whether substantiated or not, very seriously. All incidents that are reported to you must be investigated. The bullying/racist incident forms are kept at the Main Desk and should be completed as close to the incident as possible. The Head and/or Deputy school be informed as soon as possible.

Positive handling

If you should need to handle a child because they are about to cause serious harm to yourself or another child, then as a teacher you are able to do this; however, we do recommend that you do not do this. There are members of staff that are specifically trained to handle children.

Cathy Carlisle
Nicky Baker
Elaine Crane
Abi Shepherd
Emma Vickers
Andrew Pattison
Denise Burt

After any incident where a child has been handled, there is a Physical Restraint in the Headteachers office which must be filled in, signed and copied to the SEN administrator. A letter is given to the child for their parent.

The end of the day

Teachers escort children out at the end of the day. Please have a list in your room that shows which children walk home alone and which are collected. Supply teachers / cover teachers can then use this to help them. If you have an incident with parents, please encourage them to come into school to speak with you. There is always someone that you can ask to support you when meeting with parents. All staff are asked to watch out for each other at the end of the day.

Code of conduct

We ask that all staff behave professionally at all times. Please make sure that you dress in a way that is suitable for the job that you do. Remember the CP issues of low necks, short skirts, strappy vest tops and short tee-shirts. PE kit must be worn for lessons. Staff hoodies & polo shirts are available to buy from the School Office. Suitable shoes should be worn. Mobile phones are allowed in school, but must be switched off during lesson times. If you need to use your phone at break or lunch times, you may make telephone calls in the staff room, but please take other people into account. As a school we are covered for lap-tops and ipads to be used at home and any damage or loss. You may not

allow your family to use the school lap-tops. Please check with Debbie Bavister or Jenny Smith before taking anything else home to see if we are covered by school insurance or you may be liable for the cost of replacement. Please be very aware of the issues surrounding Facebook and other social networking sites. We advise that you are careful about accepting friendships from parents and you should not accept friendships from children at our school. There have been many issues regarding such sites reported in Cambridgeshire and we strongly recommend that you don't use them.

Personal mobile phones and other technology (camera, iPad) must not be used within Early Years classrooms and areas. Mobiles must be turned off during the school day. School iPads and other technology should only be used in line with the school's Acceptable Use policy. Parents are required to give their consent to allow the school to photograph their children whilst learning. Staff must delete all photos and videos of children used for observation purposes and stored in passworded files from their school laptops or i-pads on a monthly basis unless it is deemed necessary to keep them as evidence (e.g. in EY setting). In which case, photographs that are kept for evidence will be kept on the individual staff members' school laptop; accessed by their own personal log-in, on their C drive and not on a shared drive. The file will be password protected. A diary note will be made and the photograph will be deleted when it is no longer required for evidence.

Attendance

One of our whole school targets is to improve attendance. We celebrate in many and varied ways, the children that attend school well. Please encourage ALL children to come to school, even if they are feeling a little unwell. It is better to send them home rather than them not coming at all. As class teacher you are responsible for following up any unauthorised absences. If you are concerned about a child with persistent attendance issues, please speak with Nicky Baker or Lynne Wright, who meet regularly with the EWO to discuss children with attendance concerns. If you have reasons given to you for absences, please attach a note to the electronic register.

In the pre-school sessional registers are kept and these must be passed to the admin team at the end of each week for recording onto SIMs.

Personal belongings

Please ensure that you don't have valuable personal effects in the school. As far as possible, please lock all bags etc in a lockable cupboard or in your car. The Office will look after valuable items should you need them to do so. Cars parked in the school are left at the owners' risk. The school cannot be liable for anything taken from cars or damage done to them, whilst on the school property. The school does not have insurance for any property left in the open or in attended vehicles or baggage.

Fire safety

School is a no -smoking site. There are regular fire practices in the school. These are arranged so that children and staff are used to dealing with fire incidents at any time during the school day. Please know and follow the fire safety procedures for your class/ area.

Meetings

1. SLT meetings are held on Tuesdays at 3:30 in the Head's Office.
2. Phase meetings are held weekly during Monday assembly
3. Staff meetings are held on Wednesdays at 3.30 in an identified classroom
4. Briefings are held at 8.30 every Friday in the staff room
5. Pupil Progress meetings are held each half term to discuss the progress of the children in your class/group. Meeting dates/times will be arranged.

You may be asked to attend a child of concern meeting. We will try to arrange cover for you for this. There may be times when groups of people meet for a lunch time meeting.

Registers

Electronic registers (via SIMs) should be completed between 8:45-8:55 (morning register) and 1:10 (afternoon register). Children who arrive to school after teachers have closed their register will be registered by the office staff. Please check that children who arrive late have been registered. Although attendance registers are completed electronically, register folders must be collected from the office in the morning and afternoon. Important information, messages and letters home are often passed to classes via register folders. In addition, paper dinner registers are kept in the register folder and should be completed and return to the office by 9:00. If you require a school meal, please send money to the school office.

Morning break / playtime rota

Morning playtime starts at 10.40. Always check that a member of staff is ready on duty before leaving your class - they are your responsibility until you are certain that an appropriate adult is ready. All teachers are asked to cover at least one playtime duty within a week and will be supported by a proportional number of adults. Teaching assistants who are paid during playtime will support the teacher on duty. Staff on duty may require a 'comfort' break prior to or just after playtime. A 'comfort' break should not exceed 5 minutes and when this is taken should be negotiated with your line manager to ensure there is sufficient supervision and support in class. Staff on duty during morning break are allowed to bring a drink (lidded mug) onto the playground/class. The teacher/adults on duty must be prompt onto the playground and ensure that the children are lined up ready to go in at the end of play to ensure that the next lesson can start promptly. Teachers must collect their classes from respective playgrounds promptly, or send an adult to collect.

In Pre-school a rota for lunches and breaks operates, ensuring that at least one level 3 qualified member of staff is on duty and staff:child ratios are maintained in accordance with guidance.

Lunch time

Children who have a packed lunch eat their lunch in one of the classrooms in the year group; school meals are served in the dinner hall. Reception children start their lunch at 11:50; Reception teachers assist Midday Supervisors in the classroom or in the dinner hall to settle children until 12:00. There is a bell at 12:00 to signal the start of lunch for KS1 and 12.10 for KS2. Children in KS1 eat their lunch between 12:00-12:30 and have play time between 12:30-1:00; children in KS2 have play time between 12:00-12:30 and eat their lunch between 12:30-1:00. Children in KS1 will be collected from their classrooms by their Midday Supervisor and taken to eat their lunch while children in KS2 will go directly outside to play (Midday Supervisors will be waiting on the respective playgrounds to meet the children). There is a bell at 1:10 to signal the end of lunch for all children; children will be brought back to their classes by a Midday Supervisor. Teachers and support staff must be back in class by 1:00. If you have any concerns about an issue related to lunch time please speak with Lynne Wright

Pre-school children who stay all day can bring a healthy packed lunch. This will be eaten in the preschool setting and children are supervised by preschool practitioners, maintaining correct ratios and qualifications in accordance with guidance.

Hot drinks

Staff who wish to have a hot drink in class, on the playground or around the school are required to have a mug with a lid during school hours. Spare/community lidded mugs are available in the staffroom, please wash and return so that they may be available to others.

Voluntary helper/ students

All volunteers are very welcome in our school. We do take in students and they are placed in suitable positions around the school.

Staff room rota

We have a half-termly rota for tidying the staff room. If everyone helps with this, the room will be a pleasant place to be.

Information Boards

All key information relating to duties, the weekly diary and other rotas are in the staff room. Please get into the habit of checking these daily/weekly so that you stay up to date.

If you have any questions or need further clarification on any of the points discussed in this document please speak with your line manager.

Created/Reviewed		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	Spring 2019	Resources Committee	Feb 2019	2 Years	Spring 2021	<i>Cathy Carlisle</i>	<i>Atlland</i>



Induction checklist

Name _____ Start Date _____

Name of Mentor _____

Induction Element	Completion	Notes
First Day Meet Induction Mentor Tour inc facilities & resources rooms Introduction to Key Personnel Arrangements for breaks & lunch Induction Policy ICT & Access Health & safety arrangements Fire Assembly point Copies of CP policy, Keeping Children Safe in Education, Fire Evacuation, First Aid, Whistleblowing, Guidance for Safer working practice for children and young people in education Meet Mentor		
End of First Week Meetings with key people for: Marking Policy Assessment Policy Behaviour Policy Acceptable Use policy Meet Mentor identify training or support		
End of First Month School CP training session Sickness Absences policy Discretionary Leave policy Performance Management		

<p>Watch Fire safety DVD & participate in fire evacuation practise</p>		
<p>Meet Mentor and Induction Co-ordinator</p>		
<p>End of Three Months</p> <p>Read remaining school policies Meet Induction co-ordinator Create action plan to address outstanding issues</p>		