



ACORN HOUSE COLLEGE

Policy on induction of new staff

Acorn House College

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Purpose of this policy

This policy was prepared in the autumn term of academic year following a review of the college's procedures for induction of new staff. The policy is designed to be suitable for all new staff joining Acorn House College and is designed to ensure that all new staff:

- Feel welcome and supported at the college
- Are aware of the college's internal procedures, how to follow them and who to see for advice on particular issues
- Complete statutory training
- Are aware of statutory guidance
- Are aware of their obligations with regard to child protection, welfare, safeguarding and health and safety

This policy should be read in conjunction with the College's policy on Safer Recruitment of Staff, the Code of Conduct and College Employment Manual.

New staff induction procedures

Induction meeting

All new staff will be invited to an induction meeting before their first day of teaching/work. Ahead of this meeting new staff will be given a copy of:

- Keeping children safe in Education - statutory guidance for schools and colleges; September 2016, part 1 (DFE)
- Keeping children safe in Education - statutory guidance for schools and colleges; September 2016, Annex A (DFE) (staff working directly with children and/or in management roles only)
- Working together to safeguard children (March 2015)
- Acorn House College's child protection policy, welfare and safeguarding policy
- All other college policies (staff will be invited to view the college policy folder or access the documents on line)
- Multi agency statutory guidance on female genital mutilation; April 2016 (DFE)
- Staff code of conduct
- Employment manual
- E-safety agreement
- Access codes and wifi details, along with a college e-mail address
- Arrangements for checking in and checking out of the college

Staff will also be asked ahead of the meeting to complete the online training modules on:

- Part 1 of Keeping children safe in Education - statutory guidance for schools and colleges; September 2016 (DFE)
- The prevent duty

New staff should bring the evidence of their successful completion of these modules to their induction meeting.

At the meeting, new staff will receive training from the DSL on the child protection procedures in the Borough of Ealing known as ECIRS (Ealing Children's Integrated Response Service) and on the college's welfare and safeguarding procedures including e-safety and child sexual exploitation.

Training will also be given on the college's Code of Conduct and on the documentation listed above.

At this meeting, staff will also be given a tour of the premises and be made aware of the fire exits, evacuation routes and muster point.

Welcome meeting

All new staff will attend a welcome meeting before their first day of teaching/work. This meeting may also involve existing members of staff who are being introduced to new policies and procedures at the beginning of the college year or may be for new staff only. At this meeting staff will be given an overview of the college's policies and procedures, including but not restricted to:

- Fire and evacuation procedure
- Procedure for reporting absence
- An outline of the school day and relevant procedures
- A summary of the school's essential characteristics and key aims
- The school's mission statement
- Details of staffing and/or year structures
- Details of school support services, such as secretarial and IT support
- The school improvement plan
- College policy and procedure on appraisal, lesson observation and scrutiny of students' work
- College policy on assessment and evaluating pupil progress
- SEND policy and procedures

Meeting with principal

Before, or soon after the first day, new staff will be invited to a meeting with the principal or vice principal. If relevant, the Head of Department or main subject teacher will also be invited to attend the meeting. The purpose of this meeting is to familiarise the new staff member with internal procedures of their department or team and will vary from department to department.

The principal will also introduce college policy on attendance, work completion, behaviour etc. and ensure the new staff member is comfortable with the all college procedures.

Confirmation of induction

To confirm that the new staff member has successfully completed their induction, they will be required to sign the document in appendix 1 and a copy will be kept on their file.

Child protection training

The college holds child protection training including e-safety training in January of each year for the whole staff. This training is compulsory for all staff and so all new staff are expected to attend in their first January of employment at the College.

Appendix 1

Staff induction form

I confirm that I have completed the following training as part of my induction process with the School:

- I have read and understood the College's Child Protection Policy;
- I have received training on the College's Child Protection Policy;
- I have been informed of the identity and contact details for the School's Designated Safeguarding Lead and the deputy Safeguarding Lead;
- I have received training on the College's Staff Code of Conduct;
- I have received child protection training in accordance with ECIRS (Ealing Children's Integrated Response Service) procedures;
- I have been provided with a copy of Part One of Keeping Children Safe in Education (KCSIE) Sept 2016 and confirm that I have read and understood it;
- I have been provided with a copy of Annex A of Keeping Children Safe in Education (KCSIE) Sept 2016 and confirm that I have read and understood it; (staff working directly with children and/or in management roles only)
- I have completed the online training module on KCSIE Sept 2016;
- I have completed the online training module on the Prevent duty;
- I will adhere to the college's e-safety procedures;
- I have read and understood all of the college's policies;
- I have read and understood the statutory guidance on Female Genital Mutilation April 2016;
- I have been shown the college's fire and evacuation procedures and I know where the muster point is;
- I have been told and understand the college's policy on reporting of absence

Signed

Name

Date