

Sacred Heart RC Primary School

Staff Induction Policy

‘Christ be our Light’

We foster creativity, enrich learning and find the best ways to inspire in our pupils a joy and a commitment to learning that will last a lifetime.

Rationale

The Governing Body and Headteacher believe it is essential that all new members of staff receive a comprehensive induction program. There is a commitment to ensure that the new member of staff is given the necessary information and support to fulfil their role within a Catholic School and understand our Mission which holds Christ at the Centre.

Aims

- To welcome new colleagues and enable them to meet other colleagues and experience the atmosphere of the whole school community and understand our ethos.
- To meet the Headteacher, staff and children
- To understand their role and responsibilities
- To deepen their understanding of the Come and See Curriculum Programme
- To develop their skills in leading and facilitating Collective Worship and Prayer
- To give background material on the school and current issues
- To allow time to ask questions about their role and/or the school
- To explain how school systems and procedures work
- To consider the need for a mentor

New staff member will receive:	New staff members are also recommended to read:	Areas that the Headteacher will cover include:	During the first weeks new staff members will be:
Behaviour policy	The School Improvement Plan	Current issues facing the school	Introduced to the Headteacher, Child Protection Named Persons, SENCO/Inclusion Leader
Child Protection	The latest Ofsted report and action plan	Child Protection	Meet with Parish Priest and understand his Role
Health and Safety	The latest S48/Denominational Inspection report and action plan.	How to report an illness or request for Leave of Absence	Experience staff mass on first INSET day (& staff retreat day in Spring Term)
Procedure for reporting a missing child	Christ at the Centre Document	House Keeping: First Aid,	Meet Headteacher for Induction Dialogue which includes basic Child Protection procedures
Procedure for dealing with and reporting accidents		Curriculum Training- In house and Diocesan	Given a tour of the school
'Open Door' Policy and Information		After the appointment has been confirmed a visit will be arranged to receive:	Meet Key Stage Leaders and TAs for their Key Stage.
Marking policy		CRB request pack	Discussion of Parish links and wider links in the Diocese of Middlesbrough and School Services Team
Staff list with responsibilities		Personal details form	
School Calendar		Induction Pack	
School Timetables/ assembly & mass rotas			

MAIN POLICY PACK FOR STAFF INDUCTION

I have read and adhere to:

1. Child Protection/Safeguarding Policy/Keeping Children Safe in Education
2. Behaviour Policy
3. Medication of Pupil Policy
4. Staff Use of ICT Policy
5. Health & Safety Policy
6. Protocol for reporting a missing child
7. Protocol for dealing with and reporting accidents
8. Fire evacuation procedures
9. Christ at the Centre Document

Staff Name _____

The new staff member will be asked to sign to confirm that the above have:

Received: Signed _____ Date _____

Read: Signed _____ Date _____

Headteacher	Maria Collings	Date	September 2016
Chair of Governing Body		Date	

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