

## **KINGSDOWN SECONDARY SCHOOL**

### **INDUCTION POLICY AND PROCEDURES**

The Headteacher and staff at Kingsdown recognise that a thorough induction is necessary for new pupils joining the school so that they are able to understand the routines and expectations of the school and are able to rapidly settle down to learning. Thorough induction is also necessary for new staff so that they are clear about their duties and responsibilities, about the arrangements for personal matters such as sickness absence and about the support available.

#### **PUPIL INDUCTION**

The following activities will take place during the induction week but their timing may vary according to staff availability.

- Interview with Headteacher (at which parent/carer will be present) – discussion of recent educational experiences, expectations of Kingsdown, signing of medical and emergency contact forms, signing of consent forms for off site visits, ICT Code of Conduct explanation of the timetable and timings of the school day, answering of any questions pupil or parent might have, individual risk assessment, relevant information sharing.
- Tour of site – explanation of which areas are out of bounds, arrangements for use of lockers, toilets, location of First Aider, arrangements in the event of fire, other emergency procedures, arrangements for breakfast and lunch.
- Introductions to tutor, other staff and students
- Baseline assessments in all subjects plus a reading and spelling test.
- Meeting with tutor.

#### **STAFF INDUCTION**

Most staff will start work at the beginning of term and it is anticipated that most of the activities below will take place during the first month.

- Interview with Head on day 1 or as close as possible to discuss role and responsibilities, expectations of the school, timetable, support structures etc. Identification of priority training needs eg Safeguarding if not up to date.
- Introduction to staff and pupils
- Issuing of keys, ICT passwords etc. Instructions about how to use ICT at Kingsdown, staff shared area, Kingsdown website.
- Tour of site – explanation of which areas are out of bounds to students, arrangements for use of lockers, toilets, location of First Aider, arrangements in the event of fire, other emergency procedures, arrangements for breakfast and lunch, opening hours of buildings.
- Location of resources- both those available to all staff and those particular to the staff member's area of responsibility.

- Location of Policies – both hard copies and electronic – particular attention drawn to Health and Safety, Safeguarding, First Aid, Behaviour Management, Curriculum statement.
- Introduction to the Tutorial programme (if appropriate)
- Interview after one month with Head – PM objectives, identification of CPD needs including curriculum development, behaviour management issues of concern to either the staff member or the head teacher.

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### **STAFF INDUCTION CHECKLIST (Please tick & date as completed)**

#### Interview with Head

- role and responsibilities
- expectations of the school
- timetable
- support structures
- Identification of priority training needs
- Safeguarding if not up to date.

#### Introduction to staff and pupils

#### Issuing of keys

#### ICT passwords

#### Instructions about how to use ICT at Kingsdown

- Staff shared area
- Kingsdown website.
- Code of Conduct

#### Tour of site

- Staff room, kitchen and work area
- out of bounds to students
- arrangements for use of lockers
- toilets
- location of First Aider
- arrangements in the event of fire
- other emergency procedures
- arrangements for breakfast and lunch
- opening hours of buildings.

#### Location of resources

- available to all staff
- particular to the staff member's area of responsibility.

#### Location of Policies – both hard copies and electronic

- Health and Safety,
- Safeguarding,
- First Aid,
- Behaviour Management,
- Curriculum statement.
- Teaching and Learning
- Performance Management

Introduction to the Tutorial programme (if appropriate)

Interview after one month with Head

- PM objectives,
- identification of CPD needs including curriculum development and behaviour management issues of concern to either the staff member or the Head teacher.