

## **KINGSDOWN SECONDARY SCHOOL**

### **INDUCTION POLICY AND PROCEDURES – Sept 15**

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**

A pupil's induction will be personalised in order to take account of their individual circumstances eg some pupils may have been out of school for a considerable period before joining the school and may need time to adjust to routines etc. This may involve a period of carefully structured part time attendance and/or 1:1 teaching. No pupil will be allowed to participate in off site visits and activities until their risk assessment indicates that it is safe for them to do so.

The following activities will take place during induction week but their timing may vary according to staff availability, pupil readiness to engage etc.

- Interview with Headteacher (at which parent/carer will be present) – discussion of recent educational experiences, needs as described in statement, expectations of Kingsdown, signing of medical and emergency contact forms, signing of behaviour contract, 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.
- Interim target setting – targets for first 6 weeks to be reviewed when first formal IEP drawn up.
- 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 – baselining of pupil attitudes and behaviour.
- At the end of 2 weeks an off site individual risk assessment will be completed in order to determine whether the pupil can join in routine off site activities
- Report to parent/carer at end of each week.

## **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
- Safeguarding – meeting with SH re safer working practice, staff code of conduct etc and what to do if you have concerns re a pupil..
- 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. Health & Safety.
- 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.
- Pupil statements, IEPs, Risk Assessments
- Assessment and reporting cycle.
- Role of support staff (particular to individual) including volunteers, students etc.
- Meeting with Managing Director – staffing policies.
- Introduction to the Tutorial programme (if appropriate)
- Interview after one month with Head – PM objectives, identification of CPD needs including curriculum development, behaviour management (TEAM/TEACH), issues of concern to either the staff member or the headteacher.

A comprehensive Staff Handbook will be issued to all new staff which incorporates information on key policies and procedures at the school and for MRCS Ltd.

## **STUDENTS**

It is recognised that all students on placement at Kingsdown will need particularly careful induction given the complex needs and difficult personal circumstances of our pupils. All students will be assigned a mentor who will go through all the points above and also be available on at least a bi-weekly basis in the first month to discuss issues of concern.

Reviewed July 2013

Reviewed Sep 2015

## **KINGSDOWN SECONDARY SCHOOL**

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

#### Interview with Head

- role and responsibilities
- expectations of the school
- timetable
- Assessment and reporting cycle
- support structures
- Daily debrief
- 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

Safeguarding briefing (SH)

Meeting with Managing Director – staffing policies.

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 (TEAM/TEACH),
- issues of concern to either the staff member or the headteacher.