

Staff Induction Policy

Freemantle C.E Community Academy Trust



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1. Aims and ethos

Freemantle CE Community Academy is committed to providing a safe, nurturing and inclusive environment where children flourish academically, socially, and spiritually. To achieve this, all staff, students on placement, and volunteers must be properly inducted into our safeguarding culture, policies, procedures, and codes of conduct.

This policy ensures that everyone joining the school community is well-prepared to carry out their role effectively, responsibly, and in line with the academy core values.

The purpose of this policy is to:

- Ensure all staff, students, and volunteers receive a consistent and comprehensive induction.
- Embed safeguarding as the foundation of practice across the academy.
- Provide clarity on expectations, procedures, and standards of conduct.
- Enable individuals to carry out their roles confidently, efficiently, and in line with the ethos of the academy.
- Promote a culture of professionalism, collaboration, and continuous improvement.

This policy applies to:

- All newly appointed staff (teaching, support, administrative, premises, lunchtime and pastoral).
- Students on work experience or professional placements.
- Volunteers, including parent helpers, governors in school, and community visitors.

2. Induction Programme

Every individual joining the academy will receive an induction appropriate to their role. Induction will include, but is not limited to, the following core elements:

Safeguarding and Child Protection

- Awareness of statutory guidance (*Keeping Children Safe in Education*).
- Introduction to the **Designated Safeguarding Lead (DSL)** and deputies.
- Understanding the academy's **Safeguarding and Child Protection Policy**.
- Procedures for reporting concerns about children or adults.
- Expectations regarding confidentiality and professional boundaries.
- Prevent, Female Genital Mutilation and Child Abuse Duty awareness and whistleblowing procedures.

Policies and Procedures

- Behaviour Policy, including the use of restorative approaches and positive handling.
- Health & Safety Policy and emergency procedures (fire drills, lockdowns, first aid).
- Data protection and confidentiality protocols (GDPR).
- Equality, Diversity, and Inclusion Policy.
- Attendance and punctuality expectations.

Code of Conduct

- Professional standards for appearance, language, and behaviour.
- Use of technology and mobile phones.
- Boundaries in adult-pupil relationships.
- Expectations for teamwork, respect, and upholding the school's ethos and Christian values.

Role-Specific Induction

- Clarity of responsibilities and line management.
- Introduction to key staff and teams.
- Familiarisation with timetables, routines, and workspaces.
- Training or mentoring relevant to the role (e.g., learning support, lunchtime duties, administrative processes)

3. Roles and Responsibilities

The induction process will be coordinated by a designated member of the Senior Leadership Team, the ECT Induction Tutor, Class Mentor (University Placements) or the Line Manager for the new member of the team.

The Head Teacher will ensure induction is implemented effectively.

The DSL will ensure that safeguarding induction is completed on or before the first day that the member of the team takes on the role or responsibility.

The person responsible for induction should:

- Ensure that a new member of the team is made welcome
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated.

They should ensure that an induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility and is tailored to each individual. All new team members will be given appropriate induction advice and training over a period of time and as necessary.

4. Appendix A Safer Recruitment and Induction Checklist

SAFER RECRUITMENT and INDUCTION CHECKLIST

HR Matters		Notes
Pre-Interview actions to be added – e.g. Social Media check		
Job offer made?	☐	Person making offer: Ensure offer made states 'pending references etc'
Safer Recruitment and Induction team informed?	☐	Team members? Would it be a good idea to have a 'Recruitment and Induction@ email' so no one is left out or forgotten
• Apply for references		
• Social media checks		
• Request DBS		
Contract issued?	☐	
Induction period (paid/unpaid) agreed, Start Date confirmed & shared with Recruitment and Induction Team?	☐	Start date: Confirmation of induction period time/paid etc and when member of staff will be available to begin job role
Registration document received including:		
• Bank a/c details	☐	
• Next of kin	☐	
• Medical needs	☐	
• Car number plate	☐	
IT – Hardware, Permissions & Registrations		Notes
Computer/Laptop assigned?	☐	
School login setup?	☐	
Email address setup?	☐	
Software accesses:		
•	☐	
•	☐	
•	☐	
•	☐	
Registrations:		
• Single Central Record	☐	
• Added to email groups?	☐	See list for details
• Spectrum Life	☐	
• Safeguarding Network	☐	
• IHASCO		
• CPOMS	☐	
Teaching Staff Only		Notes
IT		
• VPN – Home Working	☐	
• Printing	☐	
SIMS on laptop		
Registrations & Permissions:		

• SIMS	☐		
• CPOMS - checked grp	☐		
• TTRS (Individual)	☐		
• MNP (individual)	☐		
• Little Wandle • Language Angels • Fischy Music • PSHE Association • Family Planning Yasmin and Tom • Dolce School Grid • Parent Mail • Authenticator app	☐		
Other subscriptions e.g. Cornerstones for Data			
Security & Personal Details		Notes	
Door Pass Issued?	☐		
Codes shared for entrances			As part of the induction they are shared
Security Pass:			
• Photo received?	☐		
Security Pass Issued?	☐		
School Tour Coffee Tea Toilet	☐		
Students pre- start medical/next of kin form			
Induction - Week 1		Notes	
Buddy/Mentor Assigned?		Name:	
DSL/DDSL identification			
Policies – check they are updated		Completed	Notes
Safeguarding and Child Protection			
• Child Protection & Safeguarding		☐	
• Whistleblowing		☐	
Staff and Directors Code of Conduct			
Antibullying		☐	
Child on Child Abuse			
Mobile Phone and Smart Technology			
Online Safety			
ICT and Internet Acceptable Use			
Behaviour			
• Behaviour		☐	
Health and Safety Policies			
• Emergency Evacuation		☐	
Data Protection and Confidentiality			
• Confidentiality		☐	
Online Certification Checks			
Keeping Children Safe in Education (KCSIE)			Safeguarding
Prevent Awareness			Print out of certificate given to Induction Lead
IHasco Fire Awareness			
FGM Awareness			
Site Tour		☐	
• Fire Assembly Point(s)		☐	

Annual Re-Induction/Training and Certification

Read and complete online check for KCSIE

Read and Understood document completed annually by all staff – policies

Prevent Awareness Training

FGM Training

Fire Awareness

Fire Warden Certification

Training – First Aid, COSHH, Outdoor Leader, MIDAS, DSL

Asthma and Epi Pen

