



Sandford St. Martin's
P R I M A R Y S C H O O L

Safer Recruitment & Induction Policy 2023-25

Our mission statement: Learn Love Laugh

Safeguarding

If there are any Safeguarding issues that arise from the implementation of this policy, then they should be dealt with in accordance with the School's Safeguarding policy. Any safeguarding concerns should be referred directly to the School by telephone or in person for the attention of the Designated Safeguarding Lead along with any concerns relating to the Prevent Strategy.

Equality

This policy should be read in conjunction with the School's Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.

Safer Recruitment and Induction Policy

Policy for the safer recruitment and induction of newly-appointed staff, governors and children new to the school.

Background to the Policy

This policy outlines the programme which will be used at Sandford St Martin's Primary School to safely recruit and induct any newly appointed staff – both teaching and non-teaching. Our policy also includes work experience students, volunteers, governors and children, to reflect the importance the school places on welcoming all newcomers and the value we place on helping them become familiar with our community.

Safer Recruitment

Key Governors and members of the senior leadership team will undertake safer recruitment training in order to prevent people who pose a risk of harm from working with children. They will also:

- adhere to statutory requirements for checks;
- take proportionate decisions about whether to conduct additional checks beyond what is required;
- ensure volunteers are appropriately supervised;
- have written recruitment and selection policies and procedures in place;
- act reasonably in making decisions about the suitability of the prospective employee / volunteer based on checks and evidence including:
 - DBS checks;
 - Barred checks and prohibition checks;
 - References;
 - Interview information.

The Governors and staff team believe that new staff are entitled to an induction programme that warmly welcomes them and gives them the information to enable them to quickly feel confident, fully informed and secure in their new role. As a school we feel it is important that all staff – both teaching and non-teaching, are inducted into the whole school team. Such induction must begin as soon as possible after staff have been appointed.

At Sandford St Martin's Primary School, we encourage the philosophy of a 'whole school approach' to the life and work of the school. All members of the school community are valued and respected as individuals as well as members of the whole school team. It is important that new staff are welcomed into the whole school team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and happily and are helped to gain knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the whole school 'works'.

Who Supports Newly Appointed Staff?

The Induction programme for newly appointed staff operates under the direction of the Deputy Headteacher who appoints an Induction Mentor for each new member of staff. The Induction Mentor is there to help, reassure, guide, counsel, inform and listen and is responsible for monitoring the induction of the newly appointed team member during the induction period. The Mentor is responsible for guiding new staff through the school documentation, for whole school issues and for organising any appropriate support from other staff members.

Subject Leaders will give information, support and advice about their curriculum area concerned. All other staff in school also have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the whole school staff team. They are willing to share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any questions or queries they may have.

The Induction Programme

Aims of the Induction Programme

- To make all staff feel welcome immediately, and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team.
- To foster positive relationships between existing and newly appointed staff and to give meaning to school documentation.
- To enable new staff to understand the philosophy and ethos of the school and observe good practice so that it can be reflected in their own practice.
- To ensure there is a system of support in place.
- Early Career Teachers will be assigned a mentor who will support them for 2 academic years. They will also receive support from the Dorset team for Early Career Teachers.

Following a successful interview

The Deputy Headteacher will appoint a member of staff to act as Induction Mentor. This person will be available to welcome the new colleague to the school and to answer any questions. At this stage the new member of staff will be given a Welcome Pack including:

- Information for the first few days
- School Handbook
- Holiday list (including INSET days)

The new colleague will be invited to look around the school if they have not already done so, and their classroom will be identified. In the case of a new teacher, they will, if possible, meet other members of the staff team such as Teaching Assistants. In the case of a new Teaching Assistant they will, if possible, meet the teachers and the senior TA's. The Deputy Head will arrange some suitable dates when the new colleague is able to visit the school and begin the Induction Programme before the start of the new school term/year.

Pre-term Visits

If possible, the new colleague will visit the school on a number of occasions before the new term starts. This may be in term time or in holiday time depending on what is practical. If the new colleague is appointed at the start of the school year there may be an opportunity to use part of an INSET day to continue the Induction Programme.

At this stage the Deputy Head will explain and give out/signpost further documentation including:

- School Policies
- Timetables and Rotas (if available)
- Class Lists and Class Records (teachers only)

New staff will be expected to complete in house safeguarding training and online Prevent training before their role in school commences.

The Deputy Head will explain the staffing structure in the school and introduce the new colleague to as many staff as possible. A further guided tour of the building will help identify other classrooms, curriculum cupboards and stores etc. Points of general organisation will be discussed and fire exits will be highlighted.

The First Day

The Deputy Head will welcome the new staff member on the first day of employment. The Deputy Head / Mentor will arrange to liaise with the new team member at the end of the first day to answer any questions that may have arisen, and provide an opportunity to share any concerns.

Induction Meetings

These may be 'twilight' meetings after school or it may be possible to arrange these during the school day if cover can be organised. Meetings may be attended by other staff team members if appropriate.

In the first half term these meetings will take place at the beginning and end of half term. In the second and third terms, meetings will be held once a term. The newly appointed staff and the Induction Mentor / Deputy Head decide the day and time of the Support Meetings. The main area of focus for each meeting will be decided in advance. The Support Meetings are confidential.

The Induction Mentor/Deputy Head will explain that he/she will be available on an informal basis at any time.

All newly appointed staff will meet the Headteacher to discuss their job description.

Other parts of the Induction Programme

The Induction programme also includes INSET days and staff meetings (Teachers and TA meetings). The SENDCo will meet new teachers to discuss the Special Needs Provision within the school, their role as a class teacher in assessing and providing for children with special needs.

Prior to starting new teachers may wish to 'shadow' another class teacher to observe matters, such as classroom organisation and management, differentiated curriculum, assessment strategies etc.

The above elements of the Induction Programme will be tailored to meet the needs of individual newly appointed teachers depending on their previous experience and expertise.

Induction of New Governors

Please see separate 'Governor Induction Policy' which outlines our programme of induction.

Induction of student teachers including work experience students

The Deputy Headteacher will work in liaison with the student teacher's tutor to ensure that a Health and Safety risk assessment is carried out prior to the placement. The DHT will explain Safeguarding procedures, correct use of equipment and issues relating to Confidentiality. Students will be supported by the DHT and class teacher/TA during their placement at our school.

Students on work experience will meet the DHT to discuss expectations whilst in the school and complete safeguarding and confidentiality paperwork.

Induction of New Children

New children joining our school will be met by their class teacher on their first day and shown around the classroom environment. The class teacher will allocate a 'buddy' to help and support the child to settle quickly into their new surroundings. The new child will be introduced to support staff (TAs, LSAs.) so that they can become familiar with the adults in school who care for them. The new child will be made aware of the routine and organisation of the school day and will have the opportunity to ask questions as they arise.

The class teacher will speak to the child's parents/carers in person or by phone at the end of their first day to share how well the child has settled. It is also helpful for organisational information to be shared such as arrangements for drop off and collection, PE days, lunchtime clubs and upcoming class events that the child will be involved in.

Review of the Policy

This policy is regularly reviewed and updated where necessary. Such updating will be based on the experiences of recently appointed staff, children and governors and the Induction Mentors and will take account of their comments and ideas. The Deputy Headteacher will be continuously evaluating the Induction Programme at all stages and may modify it if necessary during the school year.



SANDFORD ST MARTIN'S CE (VA) PRIMARY SCHOOL

SAFER RECRUITMENT & INDUCTION POLICY	
Date adopted: July 2023	Version: 2.0
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