



## **Staff Induction Process**

### Academic year start

#### All staff

##### September INSET day

- All staff given general induction pack
- Teaching staff given phase induction pack
- Staff meeting (all staff present) covers key issues

Phase meetings follow up on induction pack and go through key points of policies in greater depth.

#### New starters

- Week 2 of Autumn 1 – meeting 1
- Week 3 of Autumn 1 – meeting 2
- Week 1 of Autumn 2 – meeting 3

### In-year starters

- Issued with general induction pack
- Teaching staff issued with phase induction pack
- Week 2 of employment – meeting 1
- Week 3 of employment – meeting 2
- Week 8 of employment – meeting 3

#### Meeting 1

- General info
- Ordering goods/services
- Staff Code of Conduct
- Staff absence policy
- Health & Safety policies & risk assessments
- Safeguarding policy
- Physical Restraint policy
- Whistleblowing policy

#### Meeting 2

- CPD
- Performance management
- Assessment
- Restorative - PATHS
- Teaching & Learning policy
- Behaviour for Learning policy
- Educational Visits policy

#### Meeting 3

Review of initial 7 weeks of employment.  
Address any queries  
Clarify any areas of uncertainty