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**Induction for new staff**

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| **Name:** | **Mentor:** | **Start date:** | **Review date:** |
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Glebe House School is committed to safeguarding all children. We adopt safer recruiting

principles to ensure that only suitable staff are employed. Our induction programme intends to make clear our expectations. All new staff are responsible for ‘finding out’ so that they are fully aware of our procedures, policies and expectations.

On your first day you will be assigned a mentor who you will meet to talk through the induction process. Following completion of each aspect, return the signed form to the Headmaster. Your mentor is responsible for arranging meetings.

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|  | **What to do/notes** | **Write when date completed:** | **By whom:** |
| 1. Mentor Meeting  30mins | • Receive digital copy of staff handbook  • Mentor will guide new staff member through the book  • Raise questions with your mentor | First day | Staff Mentor: |
| 2. Safeguarding &  Child Protection  45mins | • Meet with DSL  • Understand procedure to raise concerns about children  • Receive copy of all safeguarding information and forms to sign | Within one week | DSL |
| 3. HR/Payroll  Management of  School  30mins | • Meet Bursar/Bursar Assistant  • Receive ID card to enter building  • Tour of school  • Attendance  • Signing in and out  • Ensure you know how to contact the school and how the  school can contact you  • Understand Fire evacuation procedure  • Understand Whistleblowing procedures and responsibilities | First day | Bursar: HR  H&S MGR: AS  Office Mgr: NT |
| 4. Policies | • Read:  o Teaching & Learning  o H&S  o Physical Handling  o Behaviour  o Anti-bullying  o Safeguarding | Within two weeks | Headmaster: LT |
| 5. Probation  Meeting (for TA  and admin staff) | • Meet with Mentor to discuss professional development  needs  • Set SMART targets (timing should be no longer than 5 weeks  for review meeting) | By end of first week | Headmaster & Staff Mentor: LT |
| 6. The Vision &  Our Expectations | • Meeting with the Headmaster | Within two weeks | Headmaster |

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| **Signed by staff member** | **Signed by mentor** | **Signed by Head Teacher (only**  **when all sections completed)** |
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| Date: | Date: | Date: |