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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 Meeting30mins  | • 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 Protection45mins | • 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/PayrollManagement ofSchool30mins | • 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 theschool can contact you• Understand Fire evacuation procedure• Understand Whistleblowing procedures and responsibilities | First day | Bursar: HRH&S MGR: ASOffice Mgr: NT |
| 4. Policies | • Read:o Teaching & Learningo H&So Physical Handlingo Behaviouro Anti-bullyingo Safeguarding | Within two weeks | Headmaster: LT |
| 5. ProbationMeeting (for TAand admin staff) | • Meet with Mentor to discuss professional developmentneeds• Set SMART targets (timing should be no longer than 5 weeksfor 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: |