

Induction Policy

This policy was reviewed in May 2025
This policy was approved by the Governing Body in May 2025
This policy will be reviewed in May 2027
(unless any changes are necessary prior to this date)

BELONGING | BELIEVING | ACHIEVING

"You are the light of the world."

Matthew 5:14

In line with our school Christian vision, we aim for every new member of staff, new parent and child to feel welcome as a part of the St Matthew's School community.

Safer Recruitment guidelines are followed prior to any recruitment process taking place for a new member of staff.

New Member of Teaching Staff

- Before the interview, applicants have a broad, clear job description. Applicants must know what they are applying for prior to interview.
- Before beginning in post, new members of staff are encouraged to visit the school and, if possible, their future class. If they wish to access their classroom prior to taking up post, every attempt is made to give them this opportunity.
- Before taking up their post, SLT will go through the induction process with them (appendix 1). ● Meetings with SLT will take place throughout the member of staff's first term to ensure the smooth transition to the person joining St Matthew's School.
- ECTs will have a designated member of staff as a mentor and induction tutor.

New Member of Support/Administration Staff

- Before the interview, applicants have a broad, clear job description. Applicants must know what they are applying for prior to interview.
- Before beginning in post, new members of staff are encouraged to visit the school.
- Before taking up their post, SLT will go through the induction process with them (appendix 1). ● Meetings with SLT will take place throughout the member of staff's first term to ensure the smooth transition to the person joining St Matthew's School.

Supply Staff

- A copy of the Visitors' Information Pack is shared with supply staff on their arrival to the school office.

- Supply staff will be told the arrangements for safeguarding and fire evacuation situations.
- In the case of planned absences, class teachers will leave a detailed daily plan for the supply member of staff.
- In the case of unplanned absences, SLT will coordinate the planning for the day.

Visitors/Volunteers/Contractors/Student teachers

- A copy of the Visitors' Information Pack is shared with visitors on their arrival to the school office.
- People who are at St Matthew's on long term placements (eg work experience, student teacher placements) have an induction meeting with SLT prior to their placement beginning (appendix 2).

New Families

- All prospective pupils and their parents are offered a tour of the school and a meeting with SLT.
- The Parent Information Pack is shared with new families prior to their child starting at St Matthew's School.
- For pupils joining our Nursery or Reception Class in the September of the new academic year, an open morning/afternoon session is arranged for new families to visit the school.
- Prior to a pupils' first day, an induction meeting is held with the parent and pupil with a member of staff.

Governors

- After all necessary safeguarding/recruitment checks have been carried out, a meeting is arranged with SLT, Chair of Governors and the new governor.
- The Governors' Code of Conduct is shared and school priorities are discussed.

Appendix 1 Staff Induction Checklist

Name of member of staff	
Start Date	
SLT	

	Signature of member of staff and date received	Signature of SLT member
HR		
Bank details and payroll information		

Pension information		
Identify and vetting checks (SCR)		
Next of kin and medical details (put on Arbor). Staff responsibility to keep these up to date by informing SLT/office		

Contract of employment		
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Policies and Procedures

Key Policy Check:

- Child Protection and Safeguarding
- DfE Keeping Children Safe in Education
- Behaviour
- Curriculum Policy
- EYFS Policy
- Health and Safety
- Intimate Care
- First Aid
- Equality
- Data Protection
- Disciplinary and Grievance Procedures

Child Protection Procedures & Policies		
Whistleblowing Procedures		
Staff Handbook (including Staff Code of Conduct)		
Staff Absence Procedures		
Term Dates		
Teachers' Standards		

Premises/Safety

Health and Safety Procedures (including Risk Assessments)		
First Aid Procedures		
Staff facilities (toilets, staffroom etc)		
Signing in procedures - fob and key (including door access and locking procedures)		
Fire/Emergency Evacuation Procedures		

Role		
School ethos and vision		
Job description		
Accountability and monitoring		
Expectations of the role		
Discussion around key assessment dates and procedures (if applicable)		
Key contacts		
CPD Information		
Computing		
Acceptable Use Policy		
Network login details		
GDrive login details - including email and calendar		
CPoms login details		
Arbor login details		
Tapestry login details (EY only)		
Any other additional information requested by new staff member:		

Appendix 2 Induction Checklist: Visitor, Work Experience, Student, Volunteer

**One signed copy to be kept by the named person, one signed copy to be kept by St Matthew's School*

Name and Company (if applicable)	
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Start and Finish Date	
Name of Line Manager	

I have read and understand the following school's procedures and policies.

I understand that if I have any questions about any part of these documents I can speak to SLT Helen Selinas (DSL) or Sarah Green (Deputy DSLs) for further guidance.

	Information Received: Date	Signature of person	Signature of Acting Headteacher/Head of Inclusion and Wellbeing
Staff facilities (toilets, staffroom etc)			
Volunteer/work experience information pack			
Child Protection Policy <i>Including 'Keeping Children Safe in Education' Part one</i>			
Code of conduct			
Confidentiality			
Term Dates			
Behaviour Policy			
Health and Safety Procedures			
First Aid Procedures			
Fire/Emergency Evacuation Procedures			
Absence Procedures			
Timetable/planning information			
GDPR information			
Any other additional information requested by the named person			
Medical conditions that the school should be aware of			



<p>Name and contact details of designated person/next of kin <i>(Student volunteers from another school/college, must provide contact details for a member of staff)</i></p>	
<p>DBS Information</p>	