



EAST TILBURY PRIMARY SCHOOL

Induction/ECT Policy

Signed:  Chair of Governors

Signed:  Headteacher

Date: November 2023
Next Review: November 2024

At East Tilbury Primary School we aim to incorporate all new members of staff into a happy and hardworking team, who along with the children, are striving to raise standards.

The objective of our induction policy is to support new members of staff and help them to:

- Settle into their environment
- Develop the skills and knowledge necessary to do their job
- Understand how their job relates to the rest of the school community
- Understand the ethos of the school and the standards expected of them
- Become motivated and effective employees of the school as quickly as possible
- Complete a successful probation

In order to achieve our aims, we will offer:

- A member of staff who will act as a mentor and familiarise the individual regarding general school issues and procedures
- An initial interview at which the mentor and new member of staff meet to discuss the staff handbook, school prospectus, induction timetable/checklist (See Appendix A) and to answer any initial questions
- A suitable workload, as specified in the job description
- Observations of their role, with written and verbal feedback, to support the Professional Development Process
- A timetable of training throughout the year to develop key skills
- Regular meetings with their named line manager/mentor, in order to discuss issues

In reciprocation, we expect that new members of staff will:

- Help maintain the school ethos in both professional and pastoral situations
- Play an active part in the daily life of the school and fulfil appropriate responsibilities
- Complete the stated requirements of the role in line with the job description
- Act upon the constructive comments of those who observe and advise about teaching and learning issues
- Take the initiative in seeking help and advice from their line-manager in any personal or professional matters causing concern
- Reflect upon own practice and evaluate strengths and weaknesses, taking appropriate action to help develop effectively

At East Tilbury Primary School we aim to offer all ECTs the opportunity to:

- Gain experience of working with children in the classroom and in the wider school environment
- Gain experience of the school as a working organisation
- Observe experienced teachers at work within the school

- Gain experience in working across a variety of situations, and of teaching individuals, groups and classes
- Develop skills and understanding in classroom management, and control to establish a sound learning environment
- Demonstrate the ability to work professionally with teachers, children and all other members of the school community
- Gain experience in planning, execution and the evaluation of lessons
- Develop sound and competent teaching strategies

In order to implement this we offer:

- A two-year long period of induction (as per statutory requirement from September 2021)
- Provision of the agreed non-contact time (10% in the first year of induction and 5% in the second year of induction) in order to engage with the Early Career Framework (ECF)
- ECF-based induction programme that supports the ECT to understand and apply the knowledge and skills set out in the Early Career Framework's evidence ('learn that') statements and practice ('learn how to') statements
- A suitable workload
- Formal lesson observations, carried out by the induction tutor/mentor, every half term
- Written and verbal feedback on any observations as quickly as possible
- Two formal assessment points, ECTs should receive an assessment in the final term of the first year (term 3) and in the final term of the second year of induction (term 6). These will be supported by regular progress reviews to monitor progress, which will take place in each term where a formal assessment is not scheduled
- Regular one to one mentoring sessions from a designated mentor
- Support and guidance from a designated induction tutor
- Professional reviews of progress conducted by the induction tutor to set and review development targets against the Teachers' Standards;
- The opportunity for ECT's to observe experienced teachers

INDUCTION TIMETABLE/CHECKLIST for TEACHING STAFF

Within the first two weeks at East Tilbury Primary School:

- initial interview with Headteacher and/or Line manager and/or Mentor to discuss the induction process and complete the induction checklist (part 1)
- further meeting with Headteacher and/or Line manager and/or Mentor within the first 2 weeks to complete the induction checklist (part 2)
- further meetings with various members of staff to discuss the items below within the first six weeks.

Planning documentation/training videos
Class lists
Timetables
Coffee/tea arrangements
Playground expectations
Lunchtimes
Standards of work
Displays
Resource and stock areas
Educational Visits/Risk Assessments
Staff Handbook
Supporting Pupils with Medical Needs/Special Educational Needs

INDUCTION for SUPPLY STAFF

1. A copy of the school handbook is available from the school office.
2. When supply is used for a planned absence, the class teacher leaves a detailed daily plan, and ensures that the class information sheet is at the front of the black folder. Timetable on desk/plans to be available as soon as possible if not first day.
3. The member of staff in the nearest class to that of the supply teacher is available for advice and/or assistance if required

INDUCTION for VOLUNTEERS

1. A copy of the school handbook is available from the school office.
2. Initial interview with Headteacher and/or Line manager and/or Mentor to discuss the induction process and complete the Volunteer/Student Placement Induction process/form
3. Named member of staff in place for the whole of the volunteer placement.
- 4.

Appendix A - Induction – Checklist

This checklist provides a framework for the planning, delivery and evaluation of the staff induction process at East Tilbury Primary School.

This checklist should be completed by the immediate Line Manager.

New Staff Member

Start Date

Line Manager

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FIRST DAY (Part 1)

Action required	Manager's Notes
Welcome and introduction to colleagues	
Key diary dates , ensure key meetings and events are booked, including regular one to ones, and staff meetings.	
Familiarise new staff with their environment , consider any facilities they may find useful	

Security: <ul style="list-style-type: none"> • provide any necessary ID pass cards, car parking cards etc • computer passwords • building security information including, evening and weekends 	
GDPR <ul style="list-style-type: none"> • password policy • document security – electronic and paper • Incident reporting – if you see or hear something you must report it. 	
Health and Safety <ul style="list-style-type: none"> • location of fire exits and 'Safe Havens' for staff with restricted mobility • fire and other emergency evacuation procedures • personal safety guidelines • accident and incident reporting • on site first aiders • risk assessments – VDU, manual handling etc. 	
Work times , breaks, session times, lunch etc.	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

FIRST TWO WEEKS (Part 2)

Action required	Manager's Notes
Ensure that Probation procedure (not	

applicable to ECTs) is discussed and understood, i.e. conduct and expected levels of performance, including confidentiality rules and ensure understanding of child protection procedures	
Identify initial training needs , e.g. ICT needs, child protection training etc Discuss Performance Management processes and plan implementation.	
Introduce them to the procedural information they may need. e.g. Leave (if appropriate) & sickness absence reporting and telephone numbers. Introduce HR policies.	
Introduce them to key school policies (code of conduct, child protection, behaviour management etc).	
Introduce them to facilities and equipment they may need to use e.g. photocopier, fax, etc.	
Further introductions to key staff outside the immediate area	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

I confirm that I have been made aware of and have read the following policies/procedures

Safeguarding Policy & Keeping Children Safe in Education
 Social Media Policy
 Acceptable Use of ICT Policy – Sign the agreement and return to HR
 Data Protection Policy
 Sickness Management Procedure
 Leave of Absence Policy
 Behaviour Management
 Equality & Diversity
 Code of Conduct
 Disciplinary
 Probation
 Grievance
 Staff Dress Code
 Health and Safety
 Fire Evacuation
 Data Handling Policy

New Employment Agreement – Read, sign and return to HR

All policies are accessible through the one drive. If you cannot access the policies please speak to

New Staff Member's Signature.....

Line Manager's Signature.....

Date.....

**Appendix B -_East Tilbury Primary School
Volunteer/Student Placement Induction**

Induction	Discussed	Signature of Volunteer/
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		Student
<p>Policy</p> <ul style="list-style-type: none"> • Student/Volunteer is given copies of relevant policies • The main policies are highlighted – H&S, Child Protection, Curriculum, Dress code • Mobile phone should be switched off and not be used in class • Please do not use the Internet in school for personal use e.g. Facebook • Confidential items relating to the school should not be published on social networking sites, in accordance with our confidentiality and safeguarding procedures. • DRESS CODE – We ask that Volunteers/Students come to work/school appropriately dressed. 		
<p>Procedures</p> <ul style="list-style-type: none"> • On arrival please <u>Sign in</u> at the main office reception and collect a badge. • On departure (even at lunch time if off site) please <u>sign out</u>. • If there is a Fire Evacuation or a whole school evacuation a loud, siren will sound. • All Volunteers/Students to remain with the Class and follow evacuation procedure • If unaccompanied evacuate to the pathway at the rear of the building and report to the Responsible Person • Responsible Person - Fiona Bates/Claire Dawson 		
<p>Accidents and Incidents</p> <ul style="list-style-type: none"> • If you become aware of a First Aid incident please refer incident/pupil to a member of staff immediately. • If you are injured on site please see Alisha Cullen – Support Manager immediately to report the incident. 		
<p>School Health and Safety Contacts</p> <ul style="list-style-type: none"> • Kate Fogarty is designated Health & Safety Co-ordinator • Please report any Health & Safety issues immediately to Kate Fogarty 		
<p>Care Plans</p> <ul style="list-style-type: none"> • If relevant, your class teacher will inform you of any medical needs/issues. Again this must remain confidential. 		
<p>Information and Advice</p> <ul style="list-style-type: none"> • Staffroom – You are welcome to use the staffroom to make yourself a hot drink however please have your break and lunchtimes outside the school break time 		

<p>as confidential items may be discussed during this time. (Break time 10.30-10.45; Lunchtime between 11.30 – 1.20) Please arrange break sessions with your class teacher.</p> <ul style="list-style-type: none"> Confidentiality – You may hear or see incidents or information that must be regarded as <u>CONFIDENTIAL</u> and must not be discussed elsewhere. If approached by a parent/carer, please make individuals aware that you are unable to discuss any matters relating to school and refer them to a member of staff. 		
<p>Designated Person (Child Protection) and Procedures</p> <ul style="list-style-type: none"> Headteacher Deputy Headteacher Assistant Headteacher - K. Jarvis, R. Mylam, Pupil Counsellor - H Allen Safeguarding Officer – G Sheridan Safeguarding issues please speak to the appropriate designated lead. If you have any concerns at all you are required to report them to the Designated Person immediately. Make sure you always safeguard yourself. Under no circumstances are you to be alone with another pupil. 		
<p>DBS</p> <ul style="list-style-type: none"> It is a requirement for volunteers to have police DBS checks completed. Volunteers/Students will work with children under constant staff direction/supervision. You are unable to take individual or groups of children without supervision. Please do not accompany children to the toilet or tend to first aid matter – please seek a member of staff for support. 		
<p>Additional Information If you are in any doubt or have concerns over something you may see or hear, please speak to the Class Teacher in the first instance who will advise you further regarding school policies. Further concerns can be directed to the Headteacher, Fiona Bates</p>		
<p>Name:</p>		
<p>Volunteer/Student:</p>		
<p>Start Date:</p>		
<p>Signature</p>		

Date:	
Induction Carried out by:	
Signature	

The safeguarding of children is our primary concern. Please be aware that we are required to check that all parent helpers are not barred from working with children. As part of the process you will also be asked to complete a Disclosure and Barring Services (DBS) check. The results of this check will be sent directly to you but it is important that you bring the certificate to the school office as soon as you receive it.