



The Robert Carre Trust

Induction Policy

Contents

Introduction	1
Teaching Staff	1
All Staff.....	1
Emergency Evacuation	2
ICT	2
Associated Policies	2
Early Career Teachers	2
Trustees and Governors.....	2
Appendix 1 Induction Proforma (Staff).....	4
Appendix 2 Induction Checklist – Members, Trustees and Governors	6

Introduction

The Robert Carre Trust believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled. The staff responsible for Continuous Personal Professional Development (CPPD) are the Assistant Heads (CPPD). They are responsible for the co-ordination of this programme for all categories of staff. The programme will run for the first two terms of the person's appointment. On completion of this period a checklist will be signed and dated by the co-ordinator and the new member of staff. All teaching staff will be offered a one-day induction programme before taking up the appointment. Support staff will be offered an induction programme applicable to their specific role. All staff will be involved in a whole school induction programme.

Teaching Staff

All staff should be briefed by their Line Manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to their specific subject area.

All Staff

All staff should also have meetings with relevant senior staff. This will be, generally, organised on an annual basis and will take place prior to the commencement of the autumn term.

The programme should include:

- Briefing by the Executive Headteacher/Headteacher;
- Curriculum Policy;
- Induction on key policies (Behaviour, Learning and Teaching, Homework, Assessments);

- Health and Safety Induction;
- Attendance/absence information;
- SEN;
- Teacher Standards
- Roles and responsibilities;
- A guide through the staff handbook;
- Learning Resource Centre;
- Line management procedures;
- Pastoral system.

During the course of the year an induction programme should be organised that includes:

- Performance Management;
- Reports, report writing and Parents' Evenings;
- Educational visits organisation;
- The role of governors;
- Professional development programme;
- Target setting, monitoring and evaluation.

Emergency Evacuation

In the event of an emergency situation such as a bomb alert or fire, break the nearest fire point or notify the school office immediately and alert your colleagues. The fire alarm will then be sounded, and you should immediately proceed to the nearest fire exit following the signs and notices in your work area. You should familiarise yourself with these procedures and evacuation route from your work area. As part of your job, you may be allocated a role or emergency post to assist in these proceedings, follow the instructions you are given in such an event. The emergency evacuation procedures are displayed in all rooms and will be fully explained during the induction day.

ICT

If your duties involve using a computer, the Systems Manager will set up your workstation and allocate you a username and password. All staff are required to ensure that they comply with the Data Protection Act.

Associated Policies

This policy should be read in conjunction with the Robert Carre Trust Policies:

- Leave of Absence Policy
- Sickness Absence Policy
- ICT Acceptable Use Policy
- Health and Safety Policy
- Critical Incident Management Policy

All policies are available to view via the Trust and School websites or from the Executive Headteacher's PA.

Early Career Teachers (see separate Policy – RCT ECT Policy)

On completion of the induction process appendix 1 should be completed and passed to the Executive Headteacher/Headteacher. It will be stored in the staff member's personnel file.

Trustees and Governors

An induction programme for new Trustees and Governors is in place – see Appendix 2. The induction process will include:

- visit to school to include tour and visit to staff room;

- meeting with the Clerk regarding GVO and statutory reporting;
- meeting with the Chairman to explain committee structure, terms of reference etc.;
- induction course;
- organisation of first meeting;
- skills audit and interest assessment;
- assessment of future development needs.

Appendices

Appendix 1 Induction proforma (Staff)

Appendix 2 Induction checklist (Governors)

Adopted by the Trustees on 18 March 2025

Next Review Due: March 2027 (2 years)

Appendix 1 Induction Proforma (Staff)



Name:

Post:

Line Manager:

Date Appointed:

Start Date:

Formality	Comments	Date Completed
Welcome on arrival		
Outstanding recruitment formalities		
Tour of school (including staffroom notice board, pigeon holes and services)		
Staff handbook, school improvement plan and improvement plan priorities		
Job Description and relevant line management information		
Health and Safety instructions/induction including DSE/first aid/fire assembly point		
Skills audit/training needs identified including first aid if applicable		
Timetable (if available at point of induction)		
Outline of school day and related procedures		
Map of the school/travel/parking information		
Staff list with roles		
Internal telephone directory and e-mail list of appropriate contacts		
Computer Systems induction		

(Log on details, Staff AUP, Vericool registration, photo for lanyard, network and website run through)		
Student Support Services induction		
Lists of Trustees /School Governors and roles		
Term dates and school calendar		
Introduction to key members of staff		
Staff Code of Conduct		
Induction meetings arranged		
Safeguarding training		
GDPR training		
EEDI Training		
Diary for probationary review/performance management meetings		

Once all items are complete above please sign and date below:

Employee Signature:

Date:

Line Manager Signature:

Date:



Appendix 2 Induction Checklist – Members, Trustees and Governors

Action	Lead	Complete
Election process for Staff Governors and Parent Governors, where applicable	Clerk	
Trustees – Interview / Meeting with Members and Chair of Board (and Exec Head)	PJ/JMcA/NL	
Community Governors – Interview / Meeting with Trustee and Chair of LGT (and Head)	NL/Chair LGT	
Eligibility Check	Clerk	
Approval by Members (Trustees) / Approval by Board (Local Governors)	Clerk	
Tour of School (s)	NL and/or NL/JS	
DBS process – with JB	JB	
Identify and meet buddy/mentor	Chair	
Photo for ID Badge – IT or DS	Clerk, ICT	
RCT/School email address	Clerk, ICT	
Intro to GVO – DS	Clerk	
Trustees - Information for Companies House - DS	Co Sec	
Trustees/Members – information for GIAS - DS	Co Sec	
Local Governors – information for GIAS - DS	Clerk	
Biog for website (70 -100 words)	Clerk	
Governance Documents File – location on GVO	Clerk	
Business Interests Form (Annual) – via GVO	Clerk/Co Sec	
Skills Audit Form (Annual) – via GVO	Clerk	
Add to NGA membership - DS	Clerk	
Access to NGA information	Clerk	
Safeguarding training	Clerk	
Identify Other Training Needs	Chair, Trustee/Governor	
Register for Learning Link	Trustee/Governor	
Identify appropriate training	Clerk	
Undertake training – NGA Learning Link	Trustee/Governor	
Attend training session – LCC or other external	Trustee/Governor	

PJ – Philip Johnson, Chair of Members
 NL – Executive Headteacher and CGS Headteacher
 JB – Julie Body, Nick Law's PA
 ICT – Nathan Bowes

JMcA – Jon McAdam Chair of Trustees
 JS – Jo Smith KSHS Headteacher
 DS – Debbie Scott, Clerk/Co Secretary