

Kintore Way Children's Centre Staff Induction Policy

All new staff are allocated a mentor, who would normally be a member of staff with the same professional background as themselves. The Senior Management Team will also allocate a member of staff to co-ordinate the induction process. On the first day, new members of staff will be introduced to their line manager and will complete records for the office and payroll section. They will be shown round the Centre, introduced to other members of staff, given a copy of the Health and Safety and Safeguarding procedures and the opportunity to read Centre documentation.

Within the first month a programme of regular discussions between a new member of staff and their induction co-ordinator is held to address general issues and reaffirm the procedures. They will meet to discuss a variety of general and professional issues, signing the check list when each matter has been discussed, or the document given. Where appropriate, staff are allowed up to a day's non-contact time in which to visit other parts of the Centre, and other centres, schools and facilities in the locality.

Professional development is focused on practical action and led by the individual needs of the member of staff. This then links into the annual cycle of Performance Management target setting, as indicated in the guidance document.

It is the responsibility of the governors of Kintore Way to monitor the implementation of induction arrangements at the Centre, and to obtain guidance from the Local Education Authority (LEA) when required.

Newly Qualified Teachers

The induction of all new members of Kintore Way staff is of equal importance. There are, however, statutory requirements for the induction of newly qualified teachers (NQTs), in order to enable them to achieve qualified teacher status.

The headteacher designates an induction tutor for each NQT, ensures that appropriate induction is made available, and provides the NQT with an opportunity for raising concerns. The head also keeps the governors informed of assessment arrangements, and will inform the LEA if the NQT is at risk of failing to meet the induction standards.

Kintore Way follows the Southwark NQT induction programme, which consists of a number of half-day training sessions organised by the borough, and school-based non-contact time on alternate weeks. The latter may be used for administration, the opportunity to observe and work with other teachers, or for visits to other schools. Throughout the year, the NQT is assessed by the borough's mentor by use of action plans, observation, and review. In addition, NQTs monitor their own work, and contribute towards formal assessment through self-evaluation and the collection of evidence.

The induction tutor sends reports of formal assessment meetings to the LEA, and ensures that documentation is sent on to the new school if an NQT leaves before completing induction.

Agency Workers

Short term members of staff are given a Safeguarding and Health and Safety handout and are asked to sign to confirm they have received this on arrival at the Centre. They are shown the fire exits by the line manager in the room where they will be working.

Service Providers and Trainers

New service providers and people offering training will meet with the Head of Centre or a delegated representative for a short induction to the building and relevant Centre policies and procedures, before the start of their service provision.

The lead member of staff for staff induction is the Assistant Headteacher.

Signed Date

Chair of Policy and Personnel Committee

February 2009

Review date: Spring 2012