

# Head of School Induction



This policy applies to the Head of School and will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment. The induction programme is designed to help the new Head of School to become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process will:

- Provide information and training on the school's policies and procedures
- Provide Child Protection and Safeguarding training and assess its effectiveness
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered
- an induction timetable
- details of help and support available
- details of work shadowing, if appropriate • a diary of induction meetings
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

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## Single Central Record Checklist

### Single Central Record Checklist (Minimum expectations)

(Tick)

Name of person	
Address	
Date of Birth	
Evidence of ID (inc. photograph)	
Qualification(s) Required	
Qualification(s) Evidenced and Date Checked	
DBS Enhanced Check and Date Received (not statutory to record number)	
Barred List Check (only if in Regulated Activity) and Date Received	
Prohibition Check (Teachers/People with QTS) Date Checked	
Right to Work in UK Date Checked	
Overseas Checks needed/undertaken. Type and Date.	
Restriction check for teachers who have worked in EEA countries	
s128 Prohibition Check for management positions in Independent schools (inc. Academies and Free Sch.)	

### Useful to record

Start date	
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## Single Central Record (People to include) (In Excel, usually on a separate tab)

Teachers	
Support Staff	
Admin Staff	
Premises Staff	
Governors/Proprietors/Trustees	
Volunteers	
Agency Staff (working in the school for a 'reasonable' length of time)	
Contractors	
Student teachers (if on the school's payroll)	
Additional instructors/coaches/etc.	

## Notes

Make sure there are no gaps. Enter 'Not applicable', or another relevant phrase.	
SCR must be current. Archive onto a separate tab or delete people who have left.	
SCR must include Enhanced Check/Barred List for people appointed after 2006.	
No need for Enhanced Check or Barred List for people appointed prior to March 2002.	
SCR should record, what has been seen, when it was seen and by whom it was seen.	

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**Some schools also record on the SCR (Not statutory)**

Disqualification by Association	
Safer Recruitment Training	
References (2) (Checked and Date Received)	
Safeguarding Induction Completed	

Checked by: (Incumbent Headteacher)

Date

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## INDUCTION CHECKLIST FOR HEADTEACHERS

<b>Name of Inductee:</b>		<b>Start Date:</b>	
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### \*Risk Assessment

Tasks: what you should be shown/told about Stafford Hall School:	By When	Staff signature when this has been achieved?	Induction Lead Sign Off
1. Prospectus			
2. Safeguarding and Child Protection Policy & Procedures			
3. Health & Safety Policy –Procedures & First Aiders			
4. Positive Behaviour Policy			
5. Fire Drills and Procedures			
6. Keeping fire doors & exits clear			

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7. Ensuring doors are locked appropriately			
8. Signing in and signing out procedure/security codes			
9. Confidentiality/GDPR			
10. School Administration Support Overview			
11. Attendance Policy			
12. Allocation of Buddy/Support or Mentor			
13. Job description – terms & conditions of role			
14. Location of medical room and first aid procedures			
15. Introduction to colleagues and their roles & responsibilities			
16. Tour of school premises (Health and Safety)			
17. Where to store personal belongings			
18. Location of toilets – pupils' & staff			

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19. Duties/responsibilities			
20. Staff meetings & briefings			
21. Use of phones/mobile phones/laptops/safe storage			
22. Internal/external postal systems			
23. Tea & coffee / hot drinks protocol in classroom/school			
24. Staff absence reporting procedures			
25. ICT/photocopier/cameras			
26. Staff Handbook			
27. Access to <u>all</u> school policies to read and sign			
28. Break and lunch rotas and catering arrangements			
29. School Assembly Rota			
30. School Code of Conduct			

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31. Accident forms; RiVo			
32. Process for support, CPD and Performance Management			
33. School Evaluation Form			
34. School Improvement Plan			
35. Independent School Standards Audit			

36. Expenses claims			
37. Budgets			
38. Purchase order system			
39. Ordering stock			
40. Behaviour Support/Incident Forms and Reporting			
41. Reflective Practice Meetings , supervision and support			



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42. School Newsletter			
43. School Council			
44. Designated Safeguarding Lead Training (DSL)			
45. Safeguarding and CP Training			
46. Safer Recruitment Training			
47. LADO Introduction			
48. DfE Notification Letter – New HT start date			

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<p>50. Central Services</p> <p><b>HR; recruitment process:</b></p> <ul style="list-style-type: none"><li>- Hireful</li><li>- Safer Recruitment</li><li>- DBS checks</li><li>- Offer</li></ul> <p>Letter/Contracts</p> <p>- Rota/Payroll <b>Finance:</b></p> <ul style="list-style-type: none"><li>- Invoices and Invoicing</li><li>- Monthly accounts -</li></ul> <p>Cap Ex management</p> <p><b>Business Development:</b></p> <ul style="list-style-type: none"><li>- Referrals</li><li>- Proposals</li></ul> <p><b>Estates, Health and Safety</b></p> <ul style="list-style-type: none"><li>- Compliance</li><li>- Health and Safety</li><li>- Development Plan</li></ul>			
<p><b>*This information is evidence of a Company induction and must be added to staff files.</b></p>			