



STAFF INDUCTION **Policy**

Weston on Trent C of E Primary School

Date	HT	Chair	Date of next review
March 25	M Hibbert	C Glynn	March 2026

Induction Training for New Employees/New Work Areas

It is a legal requirement that adequate health and safety training is provided to all employees on recruitment or on exposure to new or increased risks such as a new area of work or transfer to a new department/establishment.

Within Education there are also a lot of temporary staff such as supply teachers or volunteers such as parent helpers. These people should also receive induction training.

The information that needs to be covered on induction and therefore the time required for the induction will vary dependent on the role they are to perform and the risks they will be exposed to.

Everyone irrespective of their role or whether they are a permanent employee, temporary member of staff or volunteer will require a basic minimum amount of health and safety information and this should be given to them immediately upon commencement of their employment. A good induction programme will be used to introduce many other issues e.g. personnel and training procedures and social activities to the new starter over a period of time. This guidance however deals purely with the safety aspects although the principals are valid for all aspects of induction.

Benefits of Induction

Induction sets the tone for the employee at the start of their employment and shows that management is committed to them and their health and safety. It helps to keep the establishment and thus the Council compliant with its statutory obligations. It will help the new employee by allowing them to feel comfortable with your systems thus helping to make them more effective quickly.

Developing an Induction Programme

- Prepare a plan detailing what you are going to cover, what information you are going to give them written or otherwise and the timescale.
- Check whether employees have any learning difficulties. You will need to ensure the employees fully understand the information you are giving them and it is in a suitable format for example it is no good giving written information to someone who cannot read or who's first language is not English.
- Do not overload the new employee with information. It is very difficult to absorb fully large amounts of new information in one go, focus initially on key elements they will need to be aware of, other information can be given to them over their induction period.
- Review their understanding of the information you are giving them on a regular basis. This can be done in a variety of ways such as asking them to recap what you have told them, short written tests (e.g. multiple choice).
- Ensure any adjustments necessary are made in line with Disability Discrimination Legislation to support disabled employees through the introduction programme in structured and supportive way.

Record the Induction

The checklist overleaf should be used to record the induction process. The line manager conducting the induction should sign to confirm they have fully covered the relevant information and the employee/volunteer should sign to confirm they have received and understood that information. This checklist covers the basic minimum information that needs to be covered and managers should add additional information as appropriate (e.g. which risk assessment; guidance notes etc have been covered).

When completed a copy should be retained on the employees personal file.

Health, Safety and Welfare Induction Checklist

Ensure the employee has a full awareness of the following:

	Employee's Signature	Manager's Signature	Date
a Safety			
i Council's Safety Policy Statement			
ii Departmental Safety Policy Statement			
iii Their own legal obligation to work safely and to report problems			
iv Any safety requirement, guidance and risk assessments, specific to the location/job			
v How to report unsafe working conditions/notices/equipment			
vi Name location of trade union safety representative			
vii Any personal protective equipment required, ie hard hat, goggles, ear defenders, special clothing etc when it is to be work and how to wear it, store it and get replacements			
b Fire			
i Procedure to follow in the event of a fire and in particular where to report on vacating the building.			
ii Fire Evacuation Attendants, emergency exits, notices, fire doors and extinguishers			
iii The importance of informing colleagues of whereabouts when leaving the office/building, especially in the event of a fire.			
iv Tour of the building, in order to identify fire evacuation routes and location of fire extinguishers, and fire alarm points.			
v Special evacuation arrangements for disabled employees			
c First Aid			
i Name(s) and location(s) of designated First Aiders, Location for First Aid Room/Box			
d Accidents			
i The requirement to report ALL accidents/ incidents, no matter how minor and how, who to report them to.			
e Welfare			
i Location of toilets, cloakroom and similar facilities			
ii Location of staff room			
iii Location of facilities for making drinks and eating			



Disclosure Barring Service - Self Declaration
Date Effective: Academic Year 2024 / 5

We are committed to safeguarding and promoting the welfare of children and young people and applying the practice and principles contained within Keeping Children Safe in Education. As part of this commitment all members of staff and volunteers (including Governors) are required to complete a safeguarding self-declaration form on an annual basis; all information will be held and retained in the strictest of confidence in accordance with the GDPR Regulations 2018 and our data retention policy.

Please could this be completed, signed and returned to the office

Part A – Personal and Employment Details	
Surname:	
Forename(s):	
Current Home Address:	
Employee Number	
Part B – Disclosure Barring Services (DBS) Declaration	
Disclosure No:	
Disclosure Date:	

I understand that it is my responsibility to notify the Headteacher¹, should I be the subject of any criminal investigation or if I have been arrested, cautioned or convicted for an offence. **I declare that the status of the DBS Certificate above (or previous self declaration where more recent) remains unchanged.**

Signature:		Date:	
Received by:		Date:	

**Annual Declaration Form
September 2024**



Staff Details	
Staff Name	
Please sign below:	
I can confirm I have access to a copy of Keeping Children Safe in Education 2024 / 5	
I have attended training for Safeguarding provided by the school.	
I can confirm I know my role for safeguarding children at Weston On Trent C of E (Aided) Primary School	
<p>I am aware of the following systems in school and these have been signposted and explained to me:</p> <ul style="list-style-type: none"> • The role of the Designated and Deputy Safeguarding Leads in school_ • I know the procedure to follow if a child informs me of a concern_ • I accept safeguarding is the responsibility of all members of staff_ 	
<p>I have read and acknowledge my role within these policies:</p> <ul style="list-style-type: none"> • Data protection for schools 2023 • Privacy Notice • Record retention Policy • Social Media Policy • Bring your own device Policy • It Security and Acceptable use policy • Off-site working Policy • Special category data Policy • Remote learning Policy • Equality Policy • Health and Safety Policy • Mental Health and Wellbeing Policy • SEND policy • Teachers pay and conditions • The Safeguarding and Child Protection Policy_ • The Staff Code of Conduct_ 	

Received by: Mark Hibbert		Date:	
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STAFF UPDATE FORM

BASIC DETAILS

Title:		Forename:		Surname:	
Middle Name:			Legal Surname:		
Date of Birth:			NI Number:		

ADDRESS & CONTACT INFORMATION

Address:			
Home Tel:		Mobile Tel:	
Home Email:		Work Email:	

IN CASE OF EMERGENCY DETAILS

Contact 1:

Name:		Relation:	
Address:			
Mobile Tel:		Home Email:	
HomeTel:		Work Email:	

Contact 2:

Name:		Relation:	
Address:			
Mobile Tel:		Home Email:	
HomeTel:		Work Email:	

Any medical conditions you need us to be aware of?	
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Signature:		Date:	
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