

St. Mary's College



Induction Policy

College, Preparatory School
and
Early Years Department

All sites collectively referred to in this
document as the 'College'

2022/2023

Policy for the Induction of Newly Appointed Staff

This policy is written in support of St Mary's College's aims and vision. It is applicable to all staff in this College, The Mount Preparatory School and Bright Sparks Nursery.

Reference to the 'College' includes the Early Years Dept., the Preparatory school and Senior school.

This policy outlines the intent of the induction process that is used at St. Mary's College, Crosby for any newly appointed staff, both teaching and non-teaching, peripatetic staff and adult volunteers and Governors. St. Mary's College wants to ensure that new members of the team have a process to allow staff, volunteers and Governors to acclimatise to their role and enable them to learn about the organisation, their role, ways of working and meeting their work colleagues. The process of induction can increase employee commitment and job satisfaction and reduce turnover and absenteeism.

As a school we feel it is important that all staff, both teaching and non-teaching, peripatetic staff and adult volunteers and Governors are inducted into the whole school team and receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme. The induction must begin as soon as possible after staff have been appointed and Health & Safety and Safeguarding procedures should be outlined on the first day at the school.

The aim of the induction programme is:

- To make all staff feel welcome and at ease in their new environment.
- To provide information on the College's policies and procedures
- To ensure that statutory responsibilities are communicated and understood
- To enable new staff to settle happily into school so that the quality of learning experienced by the children can be maintained and improved.
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work.
- To enable new staff to make a full contribution, taking on all their responsibilities as soon as possible.
- To foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place.

Each school has a procedure for induction that is best suited to the various roles and responsibilities within the College

All staff will have an equal opportunity to develop skills required by the school.

The policy will be reviewed annually. It will be monitored to determine whether it is meeting the needs of new recruits. Monitoring will include opportunities for feedback at the end of the induction process. If you have any questions in relation to the policy these should be referred to the Principal of the College and Policy holder.