

The St Michael Steiner School

Staff Induction Policy & Procedure

Staff are recruited according to the school's Safer Staff Recruitment Policy and procedure.

All staff are assigned a mentor when they are appointed. The Mentor will introduce and explain, through the Staff Handbook, the school's policies and ways of working, any essential training that needs to be undertaken and answer any questions that arise.

New staff must attend an induction session with their mentor before they begin work at the school. This will normally take place during the INSET days before term starts, but can also be done on Zoom.

New staff will be given or emailed a copy of the Staff Handbook at, or if possible before, the first induction session so that they can read it beforehand.

For all staff, the first induction session must include an introduction to:

- Their employment contract (this may be done by or in consultation with the Bursar)
- The Staff Code of Conduct
- The school's Safeguarding/Child Protection Policy
- Part 1 and Annex B of *Keeping Children Safe in Education (September 2023)*¹
- The Health & Safety Policy
- The Fire Safety Policy including the evacuation procedure
- Staff Absence Policy and Procedure

In addition, for teaching staff:

- Code of Conduct & Behaviour Policy (pupils)
- Supervision of Pupils policy

Subsequent mentoring sessions for teaching staff should cover:

1. Policies related to Curriculum and lesson planning, including:
 - Curriculum Policy
 - Lower School Curriculum Directory
 - High School Course Directory
 - Lesson Planning Policy and Guidelines
 - E-safety Curriculum Policy
 - Relationships and Sex Education Policy
 - PSHEE and Careers Policy
 - EY Curriculum Policy for Kindergarten
 - EY Curriculum Policy for Older Child in KG
 - Human Values Statement
2. Other policies and procedures related to Safeguarding, as relevant to the appointment, including:
 - Anti-Bullying Policy & Procedure
 - Equality & Diversity Policy
 - Arriving and Collecting Children Procedure
 - Attendance & Registration Policy and Procedure

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161275/Keeping_children_safe_in_education_2023_part_one.pdf

- Code of Conduct & Behaviour Policy
- Electronic Media Acceptable Usage Policy
- Behaviour Management Policy (EY)
- Holding and Physical Restraint Policy and Procedure (EY)
- Incontinence Policy & Procedure (EY)
- Non-Collection of Child Procedure (EY)
- High School Student Registration Policy & Procedure
- Whistleblowing Policy

3. Other policies and procedures related to Health & Safety:

- Break Duty & Grounds Inspection Policy
- Risk Assessment Policy
- Fire Safety Evacuation Procedure (EY)²

4. Other policies relevant to the appointment, including:

- Staff Absence Policy and Procedure
- Staff Cover Policy & Procedure (EY)
- Staff Discipline and Grievance Policy & Procedure
- Mentoring Policy & Guidelines

The mentor's ongoing role is detailed in the school's Mentoring Policy and Mentoring Guidelines.

² EY = Early Years Policies, some of which will also apply to younger children in the Lower School