

Policy: Staff Induction Policy
F&R approval: October 2023
Ratified FGB: November 2023
Review: November 2026

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Staff Induction Policy

SCHOOL VISION

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

Our vision is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

This policy is to be read in conjunction with our Safer Recruitment Policy and is for the benefit of employee and employer. A copy of this Policy can be found in the Staff Induction Folder.

Once a new member of staff at Holy Trinity CE Primary School has been appointed, a 6-month probation period follows. This is to ensure that both the employee and the named line manager has a clear and transparent understanding of expectation in and of the workplace.

On the first day of work, the new recruit will have a 1:1 Safeguarding Expectations Induction with a DSL. The new staff member will be handed the Staff Induction File to read and return signed to signify their understanding and acceptance of their responsibilities. This file is kept in the Headteacher's office.

Following this initial meeting, the line manager will arrange monthly review meetings with the staff member to discuss their work and clarify any queries. These meetings (see Appendix 1) will be formally recorded.

Once the 6-month probationary period has been successfully completed, the staff member will be employed as a permanent member of staff on the Holy Trinity Team.

If at any time during the 6-month probationary period, serious concerns are raised by the line manager in relation to the staff member's conduct or performance, the process of investigation will commence. This will be in line with RBWM HR process (see Staff Disciplinary Policy).

In the same manner, if the member of staff wishes to cease their employment during their probationary period, they will inform their line manager and the Headteacher in writing of their intention to resign. Staff will be expected to work for further 4 weeks from date of resignation unless otherwise agreed with the Headteacher.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resource Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

Induction Monthly Review Meeting

Staff Member:	
Line Manager:	
Date:	
Attendance:	
Punctuality:	
Code of Conduct:	
Any concerns raised by Staff member:	
Any concerns raised by Line Manager:	
Actions to address concerns and by when:	
Date of next review meeting:	