

STAFF INDUCTION POLICY



LOUGHBOROUGH
Amherst School

Approved By:	LAS Board
Date Approved:	November 2024
Date for Review:	November 2025
Point of Contact (Reviewer):	Senior Deputy Head

The purpose of this policy is to ensure that all new staff at Amherst are welcomed, supported, and fully equipped to perform their roles effectively. The induction process is designed to provide essential information, training, and support to help new employees integrate into the school community and uphold our values and standards.

Key Principles

- All new staff will participate in a structured induction programme that provides them with the knowledge and resources needed to succeed in their roles.
- Safeguarding training is mandatory for all staff before they commence their duties.
- Ongoing induction and support are provided throughout the year to ensure continued professional growth and wellbeing.

3. Induction Structure

3.1 New Staff Induction Day

At the start of each academic year, Amherst holds a dedicated **New Staff Induction Day**. This day is designed to:

- Introduce new staff to the school's ethos, policies, and procedures.
- Provide an overview of key priorities for the academic year.
- Offer an opportunity to meet colleagues, leadership, and support staff.

3.2 Safeguarding Training



Before starting work, all new staff must complete safeguarding training to ensure they understand their responsibilities in protecting children and adhering to the school's safeguarding policies. Additional safeguarding updates will be provided throughout the year.

3.3 Line Manager Responsibility

Each new staff member will be assigned a line manager who will:

- Provide tailored induction support relevant to the individual's role.
 - Conduct regular check-ins to monitor progress and address concerns.
 - Ensure access to appropriate resources, training, and guidance throughout the year.
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Induction Content

The induction process includes:

- **Mandatory Training:** Safeguarding, health and safety, data protection, and other statutory requirements.
 - **Policies and Procedures:** Guidance on behaviour management, SEND, and other operational policies.
 - **Role-Specific Training:** Provided as needed for teaching or non-teaching roles.
 - **Wellbeing Support:** Information about staff wellbeing resources and pastoral care.
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Monitoring and Review

The effectiveness of the induction process will be reviewed annually to ensure it meets the needs of new staff and aligns with school priorities. Feedback from new staff will be gathered to inform improvements.

This policy reflects Loughborough Amherst School's commitment to supporting new staff and fostering a positive and inclusive working environment.