

Banchory Primary School

Policy on Staff Induction and mentoring.



This policy was updated after a staff consultation.

Updated Sep. 202

Banchory Primary School

Policy on Staff Induction

Rationale:

- Aberdeenshire Council promotes the use of staff induction programmes for all staff to ensure that new staff members feel welcome and are made to feel part of the school team.
- It is important that all staff know about procedures, rights and responsibilities.

“School policies should be based on an understanding of good practice, to ensure that procedures can be followed quickly, consistently and effectively by reference to agreed practices and principles.”[Bleach 2000]

Aims:

- To enable the new staff member to become an effective practitioner.
- To encourage and promote the confidence of the new staff member.
- To ensure there is a consistent standard of teaching and learning throughout the school.
- To ensure the new staff member feels welcome and is made to feel a valuable member of the school community.

Responsibilities of the school:

- To provide a basic information booklet as a starting point for all new staff. [office]
- To offer support through the appointment of an experienced member of staff to act as mentor for the new member of staff. [SLT]
- To familiarise the new staff member with the policies of the school, offering guidance regarding their implementation. [SLT & mentor]
- To inform the new staff member of procedures which operate within Banchory Primary School. [SLT & mentor]
- To inform the new member of staff of their remit. [SLT]
- To provide opportunities, if appropriate, for new staff to work within other teams to see examples of good practice. [SLT]
- To hold regular meetings and provide opportunities for informal feedback. [SLT & mentor]
- To monitor the induction period. [SLT]

Strategies:

- Volunteer mentors will be recruited from existing staff.
- The role of the mentor will be agreed through consultation with SLT. The Induction Checklist (appendix i) will form the basis of the discussion and identify those areas to be covered by the mentor and those to be covered by the SLT.
- Guidance for mentors will be provided through support from the SLT and the Mentor Checklist (appendix ii).

- A timetable of induction meeting will be agreed (appendix iii). A suggested schedule might be an initial meeting during the first week, thereafter monthly and the final meeting, to sign off the induction, after the end of their last year of employment. However, the timing of the meetings should be flexible to meet both the new member of staff and the mentor and will take the starting date of the new staff member into account.
- The mentor will be responsible for completing the paperwork. At the end of the induction period the mentor will give one copy to the new staff member and the original to the HT or DHT.

Staff members at Banchory Primary School create and experience a supportive ethos and feel that it is vitally important that this continue. The Induction Checklist is not exhaustive. The Mentor Checklist is merely an aide memoir. It is hoped that all new members of staff would be confident to seek support from any of their colleagues on matters relating to Banchory Primary School. It would be assumed that existing staff members would continue to offer support to all colleagues as required.

INDUCTION CHECKLIST

New staff member _____ Mentor _____

<u>Information</u>	<u>Date covered by mentor</u>
General Information	
Introduction to SLT and office personnel	
Tour of the school/staff room and toilets	
Hours of work and lunch break	
Sickness and absence notification procedures	
Confidentiality	
Roles of visiting specialists and other allied health professionals	
Health and Safety Information	
Health and Safety policy	
Fire procedure and drill	
First aid and Accident procedures	
Security arrangements	
Moving and Handling guidelines	
No smoking policy	
Relationships, pupil care and welfare policy	
Autism policy and the procedures and practices for pupils with a diagnosis of autism	
Use of door intercom	
Risk assessment	
Policy and Procedure	
Policy folder and Staff Handbook	

MENTOR CHECKLIST

Practices and procedures which you take for granted, may need to be highlighted to new staff members. Please remember the following list is not definitive.

DAILY

Home/school Seesaw

Class registration on Seemis

Snack arrangement (cutlery, seating & dietary requirements)

Lunchtime arrangements (ordering, cutlery, seating, dietary requirements & staffing)

Noticeboards

Lunchtimes and breaks.

WEEKLY

Timetabled areas

- Lifeskills Room
- Sensory Room
- Nurture Room
- Library
- Nursery Sensory Room
- GP Rooms x 3
- Gym Hall
- Canteen Area
- Stage Area
- Banchory Pool
- Outdoor Learning

IT

- Shared staff areas
- iPads
- cameras
- smartboards
- Clevernote
- Many technology-based programmes

Paperwork

- Planning (might be termly)
- Evaluations (might be termly)
- Daily plans
- Pupil tracking (might be termly)

TERMLY

Forward plans

Evaluations

Targets update

Liaison with specialist staff and therapists

ANNUAL

Pupil Documentation: IEPs, Communication Passport, Risk Assessments, One Page Profiles, Protocols et al.
Yearly Reports.

TIMETABLE OF INDUCTION MEETINGS

Date:	Persons present:	Topics covered:

Final meeting _____

Sign off _____