



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Staff Induction Policy

OBHP16

Policy owner: Headmaster
Date of issue: August 2019
Date last reviewed: June 2023
Next review due: August 2024

Introduction

The induction checklist is designed to provide a framework to ensure that new staff are aware, prior to starting work, of the areas to be covered during their induction, to provide a helpful prompt for those responsible for delivering induction, and to encourage a consistent approach to induction across the school community.

An Induction checklist, is sent to all new staff prior to joining the school. Those responsible for delivering induction should also receive a copy of the checklist, so that both parties are aware of their responsibilities and the scope of the induction process.

Responsibilities for induction training within Old Buckenham Hall are as follows:

- The Chair of Governors is responsible for ensuring that there are suitable and sufficient arrangements in place within the School to ensure that all new and returning staff are briefed on the School's systems, procedures and provided with all necessary facilities to undertake their duties, as quickly and effectively as possible.
- The Headmaster is responsible for ensuring that the arrangements in place for induction training meet the School's needs, in particular those of the teaching and welfare staff but also that he is content that a consistent standard is applied to all employees.
- The Director of Finance and Operations is responsible for devising and promulgating the induction training policy and the implementation of that policy including the procedures required for implementation.
- The Senior Management Team are responsible for monitoring the effectiveness of the induction process and making recommendation to the Director of Finance and Operations, after consultation with the Head if necessary, to recommend improvements.
- The Assistant Bursar (HR) is responsible for the day to day implementation of the Induction process and the Director of Finance and Operations will monitor its effectiveness and consult with the Headmaster to recommend improvements.
- Line Managers/Head of Departments are responsible for satisfying themselves that this induction policy provides suitable initial training to equip their newly arrived staff to receive sufficient briefing, training and facilities to undertake their duties without delay.
- Staff are responsible for being aware of the existence of the induction process, co-operating in implementing the policy for themselves, and where required for colleagues in a timely fashion. They are also responsible for advising the Director of Finance and Operations of any difficulties in either undertaking the induction process or in participating in the process for colleagues.

Induction Process

All new staff, returning staff and those who have had long term absence i.e.: over 1 year will undergo induction and for the most part, the same areas will be covered. However, each team will have their own specific areas and supporting documentation.

The Induction process will, in all but exceptional cases, be undertaken as the first step on arrival for work at Old Buckenham Hall - exceptions are to be authorised only by the Headmaster/Director of Finance and Operations.

All staff undergoing induction will be allocated a mentor/‘friendly face’ whose role it will be to offer day to day support during the induction period. This will in the first instance be their direct line manager or departmental colleague.

To monitor the induction procedures, the completed induction checklist and Induction Procedures Confirmation Form can be “signed off” by both inductor and inductee and returned to the Executive Assistant. Provision is made for this on the sample checklist and Form in Annex A.

Induction Procedure will include:

Physical orientation	<ul style="list-style-type: none"> • Site tour showing facilities
Organisation orientation	<ul style="list-style-type: none"> • OBH strategy, aims and objectives and where the employee’s role fits within that. • A clear outline of the job roles and responsibilities • Day to day timetable • Organisational chart. • Introduction of Key employees • IT system • Spend Authorisation/Budget process
Policies and Procedures	<ul style="list-style-type: none"> • Safeguarding - this is undertaken in more depth by the SDL • Staff Code of Conduct • An outline of other Key policies and where to find them. • Confirmation that the Key policies have been read and understood • Booking Annual Leave • Sickness Absence
Health & Safety	<ul style="list-style-type: none"> • To include Fire Policy • Health & Safety policy • First Aid/Accident/incident Reporting • Smoking policy
Training and Development	<ul style="list-style-type: none"> • Performance Management process • Required in house courses (ie: Safeguarding, First Aid, Food Hygiene) • Identify training/skills gaps • Agree training plan and review dates for probation period



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

STAFF INDUCTION

Name: _____
Head of Dept or line manager: _____
Date of Commencement: _____
Post: _____
Nominated Mentor: _____

Introduction

Welcome to Old Buckenham Hall School.

The purpose of our induction programme is to help you settle into your new job as quickly and smoothly as possible. This checklist is part of that process which sets out the areas you should expect your induction to cover and will help you to settle in at the school. Induction training is an ongoing process, and the areas covered by this checklist should be addressed throughout the year as appropriate. Your line manager and departmental colleagues will help you in this process.

This induction will support the School's compliance with the regulations from the DfE, HSE, Independent Schools Inspectorate and National Minimum Standards for Boarding Schools.

You have been assigned a colleague to help you through your first few months at the school (your line manager will inform you of their name). Their role is primarily one of a 'friendly face', someone you can go to for general help and advice.

We hope you will find life at Old Buckenham Hall to be both interesting and enjoyable. Please feel free to ask questions and to raise any concerns with your line manager.

Key School Staff

Name	Position
James Large	Headmaster
David Mitchell	Senior Deputy Head
Graham Drury	Deputy Head Pastoral
Gemma Gillott	Deputy Head Academic
Emma Easdale	Head of Boarding and Designated Safeguarding Lead
Ellie Bale	Head of Pre-Prep
Steven Hayes	Director of Senior School Admissions
Lorraine Deville	Director of Finance and Operations (DFO)
Kate Walmsley	Registrar
Alex Rashbrook	Assistant Bursar (HR)
Caron Peirson	Assistant Bursar
Caroline Rice	Head of Middle School

Induction Checklist

Expected Date Achieved	Date	Person(s) responsible/ Inductor Signature	Inductee Signature
------------------------	------	--	--------------------

On each section, please complete the date column when you have completed the following:

Executive Assistant Induction

Introduced to the DFO and or HR Executive Assistant and arrange to pass over your P45 and New Starter Form for payroll to the Assistant Bursar and completed all relevant documentation.	First day		
Have been introduced to the Head, members of the SMT, Health & Safety Co-ordinator, Governors etc. as appropriate	First Week		
Have had explained the probationary period process & established a programme of review i.e. dates for at least 2 probationary review meetings and, <i>for teachers only, at least 2 sessions of classroom observation</i> at evenly spaced out intervals.	First Week		
Authorisation and budget process explained	First day		
Have had explained the staff appraisal scheme & received info on how to access training & staff development.	First day		
Understand the procedure for notifying absences & attending medical/dental appointments	First day		

Health & Safety Coordinator Induction

Familiar with the health and safety policy & the H & S Handbook	First day		
Aware of the first aid / accident (and near misses) reporting procedures.	First day		
Understand essential school safety procedures i.e. for out of hours working, lone worker and personal safety.	First day		
Understand building access codes/identity swipe card/security procedures/car parking procedures etc.	First day		
Familiar with the no smoking policy	First day		
<ul style="list-style-type: none"> • Understand the fire / emergency evacuation procedures • Know the location of the fire exits and the outside assembly point • Lockdown • Run, hide and tell 	First day		
Complete the DSE questionnaire and return to the DFO	First day		

Safeguarding Induction: Designated Safeguarding Lead

School's Safeguarding Policy & Procedures	First week		
---	------------	--	--

	Expected Date Achieved	Date	Person(s) responsible/ Inductor Signature	Inductee Signature
On each section, please complete the date column when you have completed the following:				
Departmental Induction: Line Manager				
Introduced to your Head of Department, colleagues and "buddy".	First day			
Meeting with line manager for him/her to discuss responsibilities, standards and expectations of performance required, in line with your job description.	First day			
Made aware of details of departmental or job-related risk assessments, routines and procedures, use of any equipment/machinery, transport issues. Identify any relevant H&S training required. Sign off sheet returned to the DFO.	First day			
Have had explained the school's mission statement, strategic plan, departmental plan	First week			
Shown around your department, including the location of toilet facilities	First day			
Locate firefighting equipment and break glass in close proximity to the specific department. Ensure familiar with the emergency escape route direct from the department.	First day			
Identify list of first aiders (displayed in the department) and location of the nearest first aid box and first aider.	First day			
Taken on a 'tour' of the school and been introduced to key colleagues in other departments	First day			
Explained the arrangements for refreshment & lunch facilities	First day			
Understand your hours of work/timetable and lunch break arrangements	First day			
Understand the arrangements for security of personal possessions within the department	First day			
Discuss the school's internal / external mail communication systems	First day			
Discuss the use of the telephone, including personal calls, & the location of the internal telephone directory	First day			
Understand the departmental procedures e.g. ordering supplies	End of First Week			
Discuss the school calendar & whole school arrangements	First day			
Shown the printing & photocopying facilities.	First day			
Have had explained the school's mission statement, strategic plan, departmental plan	First week			

On completion, please sign and date below, ask your line manager to counter sign, and return this form to the HR Executive Assistant for your file.

Signed: _____
(Staff member)

Date: _____

Signed: _____
(Head of Dept or line manager)

Date: _____



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

OLD BUCKENHAM HALL

INDUCTION PROCEDURES CONFIRMATION

(Please sign and return to the Executive Assistant)

I have attended an induction session and now confirm that I:

- have read and am familiar with the contents of the following key documents:
 1. Keeping Children Safe in Education
 2. OBH Safeguarding Policy and Child Protection Procedures
 3. OBH Staff Code of Conduct
 4. OBH Staff Handbook including Acceptable Use of IT, Mobile Phones and Social Networking
 5. OBH H&S Handbook
- Know that Emma Easdale is the Designated Safeguarding Lead and that I can discuss any concerns that I may have with her. Camilla Webster and David Mitchell are the Deputy Designated Safeguarding Leads.
- Know that further guidance, together with copies of policies, are on the school's website or the Staff Intranet
- Have completed Channel Training and enclose the certificate
- Know that Safeguarding Concern Forms are kept in the Staff Room, Pre-Prep Staff Room and the Estate Manager's Office.

Signed _____

Date _____

Name _____