



Induction of New Staff at The Prep

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Approver: Kit Perona-Wright

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Induction is the process of familiarisation, allowing new members of staff, at The Prep (from EYFS to Year 8), to settle in quickly and easily. It will make a new member of staff feel welcome and ready to contribute fully to the team.

The role of the mentor is crucial; this will normally be an experienced member of staff who is in a position to guide, explain and advise the new member of staff through their first few months in the school's employment. The mentor will be chosen carefully by SLT in order that he or she has broadly similar areas of teaching, responsibility or input into the school.

Induction should start from day one and will be spread out over several weeks or months. Once completed, the forms will be kept in the new employees' personal file.

Relevant members of SLT and the mentor should be prepared to spend time with the new employee from their first day, before INSET and the beginning of a new term. The priority should be to put them at ease and introduce them to the rest of the staff. New staff should have your full attention so arrange to carry out the induction in a quiet room where you won't be disturbed. All induction documents should be prepared in advance and include everything that the new employee will need on their first day.

The mentor will break down the induction into what the employee needs to know and do on the first day, the first week and within the first month of their start date.

The Induction Process

This process needs to be properly managed with a structured checklist for both parties to follow. Following good practice staff sign and date a form stating that they have received and read all of the documentation that needs to be in place, including the checklist.

The Induction Checklist

The Induction Checklist at The Prep addresses the following areas:

- ☐ Initial basic procedural information
- ☐ Health and safety
- ☐ Policies and procedures
- ☐ Administration and personnel processes
- ☐ Terms and conditions
- ☐ Training and development

Safeguarding Children through the Induction Process

As far as safeguarding and promoting the welfare of children is concerned the induction programme includes information about, and written statements of:

- ☐ Policies and procedures in relation to safeguarding and promoting welfare (e.g. child protections, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and any local child protection and safeguarding procedures, Whistleblowing Policy)

- ☐ Safe practice and the standards of conduct and behaviour expected from staff and children in the establishment
- ☐ How and with whom any concerns about those issues should be raised
- ☐ Other relevant personnel procedures (e.g. disciplinary, capability and whistle blowing)

STAFF MEMBER'S NAME:

NAME OF MENTOR:

	CHECKS AND INTRODUCTIONS	Staff member	Mentor Initials	Date
1	Job description understood			
2	Introduced to mentor			
3	Understand employment contract			
4	Personal documents:			
5	P45 provided			
6	NI number provided			

	GENERAL			
1	Loos			
2	Common Room			
3	Tea/coffee facilities			
4	Resources/equipment info given			
5	Door codes			
6	Meal arrangements explained			
7	Duty procedures			
8	Fire evacuation procedure			
9	Laptop received and basic training			

	PERSONAL DEVELOPMENT			
1	Development Review process (Appraisal)			
2	CPD/training process explained			

	DATABASE			
1	Registration Procedure			
2	Pupil and Parent Information			
3	Recording meetings			
4	Logging pluses and minuses			
5	Learning Support Information			
6	Behaviour and meeting entries			
7	Writing Report			

	POLICIES AND PROCEDURES			
1	Key policies on school website*			
2	Staff Handbook read and understood			

	CHILD PROTECTION & PUPIL WELFARE			
1	Flow of information and talk from DSL			
3	Who is CP trained staff at The Prep			
4	CP Policy (website)			

5	GSCP Safeguarding guidelines (handout)			
6	If a child tells...			
7	Recording of CP issues			
8	Where to seek support as staff			

	DUTIES, ACTIVITIES & ABSENCES			
1	Rubric of Duty Details			
2	Activities			
3	Staff absence, timetable and cover			

	ADMIN - ROLES AND ASSISTANCE			
1	Who we are and what we do			
2	How we can help you to be organised			
3	Ordering resources			
4	Database training			
5	Clarion training			
6	Car Pass details			
7	HR - I.D. and lanyard			