

**LOW ASH
PRIMARY SCHOOL**

**INDUCTION POLICY FOR
STAFF, GOVERNORS
AND VOLUNTEERS**

Mrs Beth Medhurst-Brown

November 2014

1. Introduction

At Low Ash Primary School we are committed to incorporate all new members of staff, governors and volunteers into the school as we strive towards our vision of ‘Through excellence and enjoyment in education for all, we learn, achieve, persevere and succeed’.

2. Aims The aims of our induction policy are to help new staff, governors and volunteers to:-

- settle into our school environment
- develop the skills and knowledge necessary to do their job
- understand how their role fits into the school community
- understand the ethos of the school
- understand the standards expected of them
- become effective as quickly as possible
- understand the responsibilities and duties required to safeguard the well being of pupils

3. Objectives In order to achieve these aims staff members will be given:-

- a staff handbook containing policies and procedures
- a named member of staff who will act as a mentor to help familiarise the individual in regard to general issues and procedures
- the agreed appropriate induction training to support their professional development
- a safeguarding and health and safety briefing.

Governors will be given:-

- current relevant school information, policy documents and school improvement plans
- access to any available governor induction training and governor courses
- opportunity to tour the school and meet staff
- any current DFE and local authority information handbooks on the role of governors
- a safeguarding briefing.

Volunteers will be given:-

- guidance on relevant policies and procedures
- a named member of staff with whom they should liaise
- a safeguarding and health and safety briefing

This policy is reviewed by: Mrs Elizabeth Medhurst-Brown – Deputy Headteacher
Mrs Judith Gibson – School Business Manager

This Policy was reviewed on: 24th November 2014

Next Review Date: November 2016

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