

**LOW ASH  
PRIMARY SCHOOL**

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

**Mrs Beth Medhurst**

**January 2018**

## 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 tour of the school led by the Induction mentor
- a staff handbook
- the school's Child Protection and Safeguarding policies (and related appendices)
- The school's Acceptable Use, Use of Social Media and Online Safety Policies
- the school's behaviour policy
- keeping children Safe in Education document (relevant sections)
- 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
- child protection and safeguarding training
- health and safety briefing (including fire evacuation procedures)

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
- the school's child protection and safeguarding policies (and related appendices)
- keeping children Safe in Education document (relevant sections)
- child protection and safeguarding training

Regular volunteers will be given:-

- guidance on relevant policies and procedures
- a named member of staff with whom they should liaise
- the school's behaviour policy

- the school's Child Protection and Safeguarding policies (and related appendices)
- 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 by the Chair of Governors January 2018

Next Review Date: January 2020

**Signed:** ..... **Chair of Governors**