**Induction Policy**

It is the Tutorial Foundation’s policy to provide induction training for all staff new to the Tutorial Foundation, to help them understand how the function of their job relates to the different parts of the school.

Induction training also ensures an understanding of individual responsibilities in the work place.

Safeguarding in Education is a key focus. New teaching, including volunteers with unsupervised access to pupils, and temporary staff will receive initial training on safeguarding issues from the Designated Safety Lead (DSL), as part of the induction process and before they have contact with pupils.

Every new member of staff is provided with a copy of the Tutorial Foundation Safeguarding Policy, it is available to all staff electronically on the School website, or in hard copy from the DSL.

The head of HR will go through the staff handbook. The new member of staff will be given fire training, prevent training, first aid training and safeguarding training as appropriate. The head of administration will explain how to get paid.

All policy documents relating to the school are held in the policy folder in the Main office and all staff are asked to read them in full.

The heads of departments are allocated time to help settle in new tutors – show plans, schemes of work, etc. New members of staff also shadow the “parker” and the person on lunch duty, so they know what to do. The head of department will show a new member of staff the work folder for each subject for each pupil.

The head of administration will give the new member of staff a key and will show them where stationery, printers, laptops, etc., are kept.

The head of school will introduce them to all members of staff and students and will show them around the building initially, showing fire escapes etc.

Each new member of staff will be given a mentor

The appropriate senior teacher will give training on lesson plans for Ofsted.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 19.9.16 |
| Reviewed by | Marion Veal | 15.10.19 |
| Next Review By | Julia Low | 31.10.20 |