



Rawdah Montessori Primary School Staff Induction Policy

Version: 1.0

Reviewed: October 2025

Next Review Due: October 2026

1. Policy Statement

Rawdah Montessori Primary School is committed to ensuring that all new staff, volunteers, and governors receive a thorough, structured, and supportive induction into the school community. We recognise that effective induction is essential for:

- Ensuring the safety and wellbeing of pupils.
- Embedding the school's Islamic ethos and Montessori philosophy.
- Enabling staff to understand their roles, responsibilities, and the standards expected of them.
- Promoting a positive and professional working environment.
- Complying with statutory safeguarding requirements.

This policy sets out the framework for induction, ensuring that every individual joining our school community is welcomed, informed, and equipped to carry out their duties effectively and safely.

This policy should be read in conjunction with the:

- **Safeguarding and Child Protection Policy**
- **Staff Code of Conduct**
- **Safer Recruitment Policy**
- **Staff Performance Management Policy**
- **Probation Policy**
- **Health and Safety Policy**
- **Data Protection Policy**

2. Legal Framework

This policy is guided by the following legislation and statutory guidance:

Legislation / Guidance

Relevance

Keeping Children Safe in Education (KCSIE) 2025

Part Two requires that all staff receive appropriate safeguarding and child protection information at induction .

Education (Independent School Standards) Regulations 2014

Requires independent schools to have arrangements to safeguard and promote the welfare of pupils.

Health and Safety at Work etc. Act 1974

Requires employers to provide information, instruction, and training to ensure, so far as is reasonably practicable, the health and safety of employees .

Legislation / Guidance

Relevance

Data Protection Act 2018 / UK GDPR

Requires that staff understand their responsibilities regarding data handling.

Early Years Foundation Stage (EYFS) Framework

Sets out specific induction requirements for staff working with children under 5 (if applicable).

3. Scope

This policy applies to all individuals joining the school community, including:

- New teaching and support staff (full-time, part-time, permanent, fixed-term)
- Temporary and supply staff
- Volunteers and work experience students
- New governors and members of the proprietor body
- Existing staff moving into new roles (who may require a role-specific induction)

It does not apply to contractors or agency staff, who are covered by their own organisations' induction processes, though they will receive a site-specific safety briefing (see Section 9).

4. Key Principles

Principle	Explanation
Safeguarding First	Safeguarding training is the first and most critical element of induction.
Timely	Induction begins before the first day of employment and continues throughout the probation period.
Structured	Induction follows a clear framework with defined content, timelines, and responsibilities.
Supportive	New staff are supported by a named mentor or buddy to help them settle into the school.
Role-Specific	Induction content is tailored to the individual's role and responsibilities.
Documented	All induction activities are recorded, and completion is formally signed off.

5. Roles and Responsibilities

Role	Responsibilities
Governing Body	Ensure the school has an effective induction policy and that it is implemented consistently.
Headteacher	Overall responsibility for the induction process; ensure appropriate resources and time are allocated.
Designated Safeguarding Lead (DSL)	Deliver safeguarding induction; ensure new staff understand reporting procedures.
Line Manager / Appraiser	Lead the induction process for their team; provide role-specific training; conduct probation reviews.
Mentor / Buddy	Provide day-to-day support and guidance; help the new staff member settle into the school community.
HR Lead / Administrator	Coordinate induction logistics; provide induction packs; maintain induction records.
All Staff	Welcome new colleagues and support them in their transition.

6. Pre-Employment Stage

Induction begins before the new staff member's first day. The following will be provided prior to their start date:

Item	Responsibility	Timeline
Conditional Offer Letter (with outstanding checks clearly stated)	Headteacher / HR	Upon decision to appoint
Welcome Pack (including staff handbook, key policies, and map of the school)	HR Lead	At least 1 week before start date
Invitation to Pre-Induction Meeting (optional, for key staff)	Line Manager	As agreed
Confirmation of Start Date and Reporting Location	HR Lead	At least 3 working days before start date
Completion of Pre-Employment Checks (DBS, identity, qualifications, references, Section 128 where applicable)	HR Lead / Safer Recruitment Lead	Before start date

7. Induction Structure

Induction is structured across three key phases:

7.1 Phase 1: Day 1 – Essentials

On the first day, the new staff member will:

Activity	Responsibility	Completed (✓)
Be welcomed by the Headteacher and introduced to key staff	Headteacher	<input type="checkbox"/>
Receive a tour of the school premises, including fire exits, assembly points, and welfare facilities	Line Manager / Mentor	<input type="checkbox"/>
Be issued with staff ID badge, keys/fob (if applicable), and parking permit	HR Lead / Site Manager	<input type="checkbox"/>
Be shown their workspace and how to access IT systems (email, network, shared drives)	ICT Coordinator	<input type="checkbox"/>
Complete Part 1 of KCSIE 2025 (safeguarding information) and sign to confirm understanding	DSL	<input type="checkbox"/>
Receive a briefing on emergency procedures (fire, lockdown, first aid)	DSL / Fire Warden	<input type="checkbox"/>
Meet with their line manager to discuss the induction plan and first-week schedule	Line Manager	<input type="checkbox"/>

7.2 Phase 2: First Week – Core Policies and Procedures

During the first week, the new staff member will receive training on and confirm understanding of the following core policies:

Policy / Procedure	Delivered By	Completed (✓)
Safeguarding and Child Protection Policy (including Part 2 of KCSIE and the role of the DSL)	DSL	<input type="checkbox"/>
Staff Code of Conduct	Headteacher / Line Manager	<input type="checkbox"/>
Behaviour Policy (including the school's approach to behaviour management)	Headteacher / Line Manager	<input type="checkbox"/>
Health and Safety Policy (including reporting accidents and hazards)	Health and Safety Lead	<input type="checkbox"/>
Fire Safety and Emergency Evacuation Procedures (including fire drill protocols)	Fire Warden	<input type="checkbox"/>
Lockdown Procedure	DSL / Fire Warden	<input type="checkbox"/>
Data Protection Policy (including GDPR and handling personal data)	Data Protection Lead	<input type="checkbox"/>
Social Media and ICT Policy (including acceptable use)	ICT Coordinator	<input type="checkbox"/>
Whistleblowing Policy	Headteacher	<input type="checkbox"/>
Grievance and Disciplinary Procedures	Headteacher / HR	<input type="checkbox"/>
Equality and Diversity Policy	Headteacher	<input type="checkbox"/>

Staff Attendance and Absence Management Policy (including reporting sickness)	Line Manager / HR	<input type="checkbox"/>
First Aid and Medical Policy (including location of first aid kits and first aiders)	DSL / First Aider	<input type="checkbox"/>
Role-Specific Training (e.g., curriculum planning, assessment systems, Montessori methods)	Line Manager / Mentor	<input type="checkbox"/>
Introduction to School Systems (e.g., register, parent communication app, online safety filtering)	ICT Coordinator	<input type="checkbox"/>
Introduction to Greensville Trust Site Procedures (access, security team, sign-in system)	Site Manager / Landlord Rep	<input type="checkbox"/>

7.3 Phase 3: First Term – Role Development and Probation

During the probation period (usually 6 months), the new staff member will:

Activity	Responsibility	Timeline
Meet regularly with their line manager for probation reviews (at 1 month, 3 months, and 5 months)	Line Manager	As scheduled
Complete any outstanding mandatory training (e.g., first aid, epipen training, manual handling)	HR Lead / Trainer	Within first 3 months
Observe experienced colleagues (for teaching staff)	Line Manager	Within first 6 weeks
Receive a formal lesson observation (for teaching staff)	Line Manager	Within first 6 weeks

Attend a mid-probation review meeting to discuss progress and any support needs	Line Manager	At 3 months
Participate in ongoing CPD as identified in their performance management objectives	Line Manager	Throughout term
Receive a final probation decision (confirmation of appointment, extension of probation, or termination of employment)	Headteacher	By end of probation

8. Specific Induction Requirements by Role

8.1 Teaching Staff

In addition to the core induction, teaching staff will receive:

- Training on the **Montessori curriculum and methods** (if not already qualified).
- Guidance on **planning, assessment, and reporting**.
- Introduction to the school's **teaching and learning framework**.
- Access to the school's **CPD programme**.

8.2 Support Staff

Support staff will receive:

- Role-specific training (e.g., classroom support, administration, catering, cleaning).
- Guidance on working under the direction of teaching staff.
- Training on any specialist equipment or systems they will use.

8.3 Volunteers

Volunteers will receive a **volunteer induction pack** covering:

- Safeguarding information (Part 1 of KCSIE).
- The school's code of conduct for volunteers.
- Emergency procedures.
- Who to report concerns to.
- Any role-specific guidance.

8.4 Governors

New governors will receive:

- A **governor induction pack** (including key policies, instrument of government, and Scheme of Delegation).
- Safeguarding training (including Part 1 of KCSIE).
- Training on their **Section 128 check** and duties under the Education and Skills Act 2008 .
- An introduction to the school's leadership team and key staff.
- A meeting with the Headteacher and Chair of Governors to discuss their role.

9. Induction for Agency Staff and Contractors

9.1 Agency / Supply Staff

Agency staff will receive a **site-specific induction** before starting work, including:

- Safeguarding briefing (including who the DSL is and how to report concerns).
- Emergency procedures (fire, lockdown, first aid).
- Location of key facilities (toilets, staff room, fire exits).
- Sign-in procedures and ID requirements.

9.2 Contractors

Contractors will receive a **health and safety briefing** from the Site Manager or their point of contact, covering:

- Site rules and access procedures.
- Emergency procedures.
- Reporting of accidents or incidents.
- Any specific risks or restrictions (e.g., working hours, areas to avoid).

10. Induction Records and Sign-Off

- All induction activities will be recorded on the **Staff Induction Checklist** (see Appendix A).

- The checklist will be signed by the new staff member and their line manager to confirm completion.
- Completed checklists will be retained on the staff member's personnel file.
- The DSL will maintain a record of staff who have completed safeguarding induction, including the date and confirmation of understanding.

11. Probation and Confirmation of Appointment

- All new staff (with the exception of fixed-term contracts of less than 3 months) will serve a **probationary period of 6 months**.
- Probation is managed under the separate **Probation Policy**, but is closely linked to induction.
- At the end of the probation period, the line manager will make a recommendation to the Headteacher regarding:
 - **Confirmation of appointment** (if performance is satisfactory).
 - **Extension of probation** (if more time is needed to assess performance).
 - **Termination of employment** (if performance is unsatisfactory).
- The decision will be confirmed in writing.

12. Support and Wellbeing

We recognise that starting a new role can be challenging. New staff are encouraged to:

- Ask questions and seek clarification at any time.
- Raise any concerns with their line manager, mentor, or the Headteacher.
- Access support from colleagues and the wider staff team.
- Familiarise themselves with the school's **Staff Wellbeing Policy** (where available).

13. Monitoring and Review

This policy will be reviewed **annually** by the Headteacher and Governing Body, or sooner following:

- Changes to KCSIE or other statutory guidance.
- Feedback from new staff on the induction process.
- A recommendation from an external audit or inspection.

The review will include analysis of induction feedback, probation outcomes, and any trends or areas for improvement.

Appendix A – Staff Induction Checklist

Staff Member:

Role:

Start Date:

Line Manager:

Mentor/Buddy (if applicable):

Phase 1: Day 1 – Essentials

Item	Completed	Date	Signature (Staff)	Signature (Manager)
Welcome meeting with Headteacher	<input type="checkbox"/>			
Tour of premises (fire exits, assembly point, welfare facilities)	<input type="checkbox"/>			
ID badge / keys / fob issued	<input type="checkbox"/>			
IT systems access (email, network, drives)	<input type="checkbox"/>			
Part 1 of KCSIE 2025 read and understood	<input type="checkbox"/>			
Emergency procedures briefing (fire, lockdown, first aid)	<input type="checkbox"/>			
Induction plan and first-week schedule discussed	<input type="checkbox"/>			

Phase 2: First Week – Core Policies and Procedures

Policy / Procedure	Completed	Date	Signature (Staff)	Signature (Manager)
Safeguarding and Child Protection Policy (including Part 2 of KCSIE)	<input type="checkbox"/>			
Staff Code of Conduct	<input type="checkbox"/>			
Behaviour Policy	<input type="checkbox"/>			
Health and Safety Policy	<input type="checkbox"/>			
Fire Safety and Emergency Evacuation Procedures	<input type="checkbox"/>			
Lockdown Procedure	<input type="checkbox"/>			
Data Protection Policy (GDPR)	<input type="checkbox"/>			
Social Media and ICT Policy	<input type="checkbox"/>			
Whistleblowing Policy	<input type="checkbox"/>			
Grievance and Disciplinary Procedures	<input type="checkbox"/>			
Equality and Diversity Policy	<input type="checkbox"/>			
Staff Attendance and Absence Management Policy	<input type="checkbox"/>			
First Aid and Medical Policy	<input type="checkbox"/>			
Role-specific training (e.g., curriculum, systems)	<input type="checkbox"/>			
Introduction to Greensville Trust site procedures	<input type="checkbox"/>			

Phase 3: First Term – Role Development

Activity	Completed	Date	Signature (Staff)	Signature (Manager)
1-month probation review meeting	<input type="checkbox"/>			
3-month probation review meeting	<input type="checkbox"/>			
Lesson observation (teaching staff)	<input type="checkbox"/>			
Observation of experienced colleague(s)	<input type="checkbox"/>			
Mandatory training completed (e.g., first aid, epipen)	<input type="checkbox"/>			
5-month probation review meeting	<input type="checkbox"/>			
Final probation decision received	<input type="checkbox"/>			

Declaration

I confirm that I have completed all elements of the induction process as outlined above and have received copies of all relevant policies. I understand my responsibilities and agree to abide by the school's policies and procedures.

Staff Signature: _____ **Date:** _____

Line Manager Signature: _____ **Date:** _____

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Oct 2025	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
Oct 2026	Governing Body	Chair:
	Headteacher	Headteacher: