



**BROCKHURST & MARLSTON HOUSE SCHOOLS**  
Including all of the Pre-Prep Department and Early Years  
Foundation Stage



## **STAFF INDUCTION, TRAINING & DEVELOPMENT POLICY**

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2024.

**Reviewed: September 2024**

**Next Review: September 2026**

Staff induction seeks to support all new staff, including Early Years and Boarding, to contribute to that vision of educational experience. It is a whole staff responsibility to help new members of staff to settle in as quickly as possible, to understand our ways of working and appreciate the values of Brockhurst & Marlston House Schools. For all staff, the induction programme is led and co-ordinated by the Deputy Head.

To assist all new staff to the School, an induction checklist has been developed by the Head of HR and the DSL. This provides a prompt for key School information as well as statutory information which needs to be conveyed.

### **Procedures**

#### **The Formal Programme for Newly Qualified Teachers**

ECTs follow the required development programme as laid down by the DfE. This leads to the ECT being formally awarded Qualified Teacher Status (QTS).

The formal induction period for full time members of staff is an academic year; for part time members of staff it is proportionally longer.

#### **The Formal Programme for both ECTs and Experienced Teachers**

The line manager of the new teacher is responsible for the Induction programme.

#### *Before appointment:*

- The line manager invites the new teacher in to school to issues timetables, schemes of work, departmental handbook and all other departmental administration.
- The new staff member will meet with the DSL and know the identity of the Deputy DSL. (see appendix).
- The new teacher meets others in department and may observe lessons.
- The Staff Code of Conduct and term's calendar are available to new staff online together with any other relevant material relating to Inset days, School events etc.
- The Induction Teacher thereafter follows the Induction programme through to its completion offering appropriate advice and support.

#### *First Term:*

- The Line manager will act as the new staff member's buddy.
- A meeting between the line manager and new teacher is held weekly if he/she is an ECT and approximately fortnightly for more experienced teachers at a time other than the department meeting if needed.
- The Line manager observes the new teacher's lesson within the first few weeks and provides feedback.
- The Line manager observes the marking, timekeeping and organisation of the new teacher and has concern for their general welfare.
- The Line manager or the new teacher should alert the Head before the end of the first half term of any problems.
- The Line manager arranges observation of the new teacher once more in the first term.
- Appraisal

#### *Second and Third Terms:*

- The Line manager arranges formal meetings with new teacher to set targets and arrange Insets as appropriate as the need arises and depending on the teaching experience of the teacher; there are regular meetings for ECTs
- The Line manager arranges a lesson observation for the new teacher.
- The Head confirms the appointment of the new teacher on the recommendation of the Line manager.

### **Health & Safety & Fire Awareness Training**

Brockhurst & Marlston House Schools has a comprehensive policy in place for the training and induction of new staff in fire and health and safety related issues, which includes training in basic fire awareness, manual handling and working at heights as relevant. The induction process will also offer training in the completion of risk assessments, as well as ongoing and refresher training in all aspects of H&S and fire awareness. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are provided to any member of the teaching staff involved with trips and visits who wishes to take on such responsibilities. These responsibilities are overseen by the Bursar and Head of HR, in conjunction with Deputy Head.

### **Fire Evacuation Training**

All our new staff (teaching and non-teaching) and are given a briefing on the School's emergency evacuation procedures at Brockhurst & Marlston House Schools. We show them how the emergency exits and escape routes are signed to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are instructed in how to activate the fire alarms if they see or smell a fire.

### **Accessing and Managing School records**

All new staff are given training in accessing and managing school records (including the database), as part of their induction into the Brockhurst & Marlston House Schools "style" for marking work, report-writing and written and electronic communications with pupils, parents and other staff. This is done by the Deputy Head and Director of Studies.

### **Accessing Relevant Training Courses**

Details of general courses are available online at IAPS and SATIPS. Details of other specific courses may be passed to staff by the Heads, SLT and Head of HR. Applications for courses should be requested through the CPD request form on the Staff Google Classroom.

### **EYFS APPENDICES**

The school supports staff to undertake appropriate training and professional development to ensure that they continually improve the quality of learning and development experiences they offer for the children. The 'concept' of supervision is a way for staff to discuss issues and identify solutions as well as receiving coaching to improve their personal effectiveness.

Staff undertake appropriate training and professional development to ensure that they continually improve the quality learning and development experiences they offer for children. The concept of observations and meetings is a way for staff to discuss issues and identify solutions as well as receive coaching to improve personal effectiveness to support their role as key persons to develop children skills, knowledge and understanding in all areas of the EYFS curriculum. New staff in EYFS are observed regularly in the first 4 weeks. Once an EYFS staff member has been employed for 6 months these observations are done every 4 months.

Staff complete appraisals on the main school regular cycle and are discussed during a professional development meeting and targets are set.

### **Induction Training for staff in EYFS**

Roles and Responsibilities - See Staff Handbook

Information about Emergency Evacuation procedures – See Crisis Management Policy

Safeguarding and Child Protection – See Safeguarding and Child Protection Policy

The provider's Equality Policy – See Equality Policy

Health and Safety issues – See Health and Safety Policy

Appendix: Staff Induction Form:



# Brockhurst & Marlston House Schools



## STAFF INDUCTION FORM (Part A)

<b>Name:</b>				
<b>Head of Department/Line Manager :</b>				
<b>Start Date:</b>				
<b>This form <u>must</u> be completed within <u>seven</u> days of start date :</b>				
<b>I acknowledge that I have read the following policies:</b>				
1) Child Protection Safeguarding Policy 2) Safer Recruitment Policy 3) Code of Conduct Policy 4) KCSIE Part 1 5) Electronic Device Agreement 6) Staff Handbook 7) Behaviour Policy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Signed: _____  Date: _____		
Induction Check List	Staff Member Contact	Approved By	Date	Signed by Employee
Tour of School & Social Induction	Mark Templeman / Rachel Harper			
Roles, Responsibilities & Management Structure	Mark Templeman / Rachel Harper			
Fire Drill	Mark Templeman / Rachel Harper			
Health & Safety Policy	Julie Wooldridge			
Payroll details	Julie Wooldridge			
First Aiders	Julie Wooldridge			
Identity of the DSL and Deputy DSL	Stuart Raeburn-Ward/Rachel Harper			
Child Protection & Safeguarding Training	Stuart Raeburn-Ward/Rachel Harper			
Low Level Concerns / Self Reporting	Stuart Raeburn-Ward/Rachel Harper			
MyConcern (to cover all reporting inc. Child on Child, Sexual Harassment & Sexual Violence)	Stuart Raeburn-Ward/Rachel Harper			

Prevention of Bullying Policy	Stuart Raeburn-Ward/Rachel Harper			
Managing an allegation	Stuart Raeburn-Ward/Rachel Harper			
Behaviour Policy	Stuart Raeburn-Ward/Rachel Harper			
Prevent	Stuart Raeburn-Ward/Rachel Harper			
1:1 Meetings with Pupils	Stuart Raeburn-Ward/Rachel Harper			
Safeguarding response to children who go missing from education	Stuart Raeburn-Ward/Rachel Harper			
Whistleblowing Procedures	Stuart Raeburn-Ward/Rachel Harper			
Data Protection & Social Media Policies	Stuart Raeburn-Ward/Rachel Harper			
Electronic Device Acceptable Use Agreement	Stuart Raeburn-Ward/Rachel Harper			
Online Safety	Stuart Raeburn-Ward/Rachel Harper			
Code of Conduct Photography Regulations	Stuart Raeburn-Ward/Rachel Harper			
Boarding (commitment to care charter)	Stuart Raeburn-Ward/Rachel Harper			
Boarding Roles	Stuart Raeburn-Ward/Rachel Harper			
Swimming	Jess Taylor			
Ridge House	Caroline Simm			
Matron Duties	Jackie Torrie			

Checked by Rachel Harper,  
Head of Compliance & Communications \_\_\_\_\_

Date \_\_\_\_\_