



St. Francis' College

Staff Induction & Training

Introduction

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

General statement

The College is committed to ensuring that all its staff receive training in order to be able to carry out their duties safely and without risk to themselves or others. The aim is to achieve this by (i) providing induction training for all new employees and, (ii) by providing training for existing staff. The need for training will be determined by the requirements of the individual employee's job role.

Legal position

Providing adequate training to staff is a requirement of the Health and Safety at Work etc. Act 1974. It is also required by other more specific legislation, which relates to child protection and welfare, the use of machinery, manual handling activities, display screen equipment, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors.

Employee duties

Employees are expected to cooperate fully with the College with regard to attending health and safety training courses. The College expects that all reasonable effort will be made to attend a course, but if this is not possible, that the College will be notified well in advance. Should an employee fail to attend a course, which is a legal requirement without good reason, the matter may be treated as a disciplinary matter.

Induction

The College believes it is essential that all new staff receive induction covering a broad range of issues and topics. There is a commitment to ensure that new staff are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective performance and retention of staff. Induction

training is organized and delivered by both the Deputy Head (Safeguarding and Child Protection) and the Bursar (Health and Safety, Governance and Procedures).

New Staff are expected to attend further induction sessions, as appropriate, in order to fulfil their responsibilities. These are held on Monday evenings from 4.15pm-5.15pm.

Purpose:

- to welcome new staff to the College and enable them to meet other new members of staff;
- to explain the way the College functions, its ethos and the role of the Governors;
- to explain the role and responsibilities of Head, Bursar and other key staff;
- to give background material on the College and current issues;
- to give information about key policies and procedures;
- to allow new staff to ask questions about their role and/or the College;
- to explain how the Governors' Sub-Committees work;
- to be welcomed to the College by the Head;
- to receive an informal briefing on the College from the Head or Deputy Head.

New staff will be inducted in the following areas:

- Role of DSL
- Safeguarding Policy and Procedures and the Prevent Strategy and KCSIE and Annex A
- Staff Code of Conduct
- Anti-bullying and Harassment Policy (Staff)
- Anti-bullying (Pupils)
- Behaviour and Discipline Policy
- GDPR/Data Protection
- receive a briefing on Health and Safety issues and procedures by the Bursar;
- receive an introduction to ICT from the ICT Co-ordinator; and
- receive a briefing on the College's Equal Opportunities Policy
- the policy and procedures for organising educational visits and learning outside the classroom by the Educational Visits Co-ordinator
- procedures for additional duties, including registration, by the Deputy Head
- financial matters, by the Bursar
- the relevant Performance Management policy
- any other relevant matters
- Training in use of AAI and defibrillators
- Missing Child in Education Policy
- Peer on Peer abuse
- Online Safety
- Teaching and Learning, Assessment, Reporting
- Boarding
- Bursary procedures and systems
- Roles of marketing and admissions

New staff will also have the opportunity to meet informally with an existing member of staff who will then act as their mentor.

Each new member of staff has a meeting with the Head in their first Half Term to check how they are settling and any further support that might be required.

All new staff come together for break on the final day of the Half Term. There is a celebratory lunch for new staff at the end of their first term in post.

New staff must read:

- Safeguarding Policy and Procedures
- Keeping Children Safe in Education
- Prevent
- Peer on Peer Abuse Policy
- Staff Code of Conduct
- Anti-bullying Policy (Pupils)
- Anti-bullying Policy and Harassment Policy (Staff)
- Behaviour and Discipline Policy
- College Development Plan
- Latest Inspection report and action plan
- College Health & Safety Guide
- Whistleblowing Policy and
- Policy documents relevant to their role in the College
- Eating Disorder Policy

Procedures for training

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- All new employees will receive induction training.
- All employees receive an annual update on all aspects of safeguarding and child protection as part of the September INSET. Mid-year starters are offered catch up sessions.
- All employees receive learning and teaching updates as part of the September and January INSET.
- All employees must complete EduCare Level 2 – Child Protection in Education training every year.
- Anyone acting as a DSL or DDSL must complete Level 3 safeguarding training every two years.
- Prevent training takes place every two years.
- Where an employee's job involves the operation of tools or machinery, their line manager will normally provide on-the-job training and it is the responsibility of the employee's manager to ensure that this is carried out. This training will also be given if an employee changes jobs.
- If new machinery or equipment is purchased, further training is likely to become necessary. If so, this will be arranged, as far as is practicable, to take place before work using the new machinery commences.

If certain training is needed and it cannot be provided in-house, then the individual employee and their line manager will need to identify suitable training or development opportunities. Staff are expected to seek the most cost-effective training available. All reasonable expenses incurred in attending this training, such as travel, will be reimbursed in line with College policy.

Reviewed By:	Head
Authorised By:	Head
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