



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).

This policy is intended to inform staff.

General statement

The College is committed to ensuring that all its staff receive adequate 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. This session is run by the Deputy Head and Bursar.

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 Headmistress, 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 Headmistress
- to receive an informal briefing on the College from the Headmistress or Deputy Headmistress

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

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

New staff must read:

- Safeguarding Policy and Procedures and the Prevent Strategy and KCSIE and Annex A
- 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; 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.
- Some training is a statutory requirement, e.g. Level 1 Child Protection every three years, regular updates will be given. However, where this is not the case, if necessary a risk assessment may be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other training needs will be identified on a day to day basis.
- Where an employee’s job involves the operation of tools or machinery, on-the-job training will normally be provided by their line manager 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.

Prepared by:	B Goulding
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