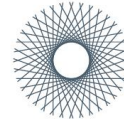
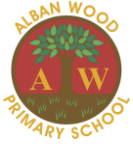


This document sets out the principles for what information needs to be read, by when, when you start at Alban Wood Primary School and Nursery and what actions need to happen. This sheet will be placed on your personnel/volunteer file.

| | |
|---|--|
| Name of Person | |
| Job Title | |
| Manager providing induction | |
| Date of First Induction meeting when staff member provided with Policies and given information about how to access school documents | |

| | |
|---------------------------------------|---|
| Key policies to be shared: | <p>The following policies have been discussed:</p> <ul style="list-style-type: none"> • Staff induction and development (school network) • Health and Safety (including health and safety induction) (Hard Copy) • Child Protection and Keeping Children Safe in Education Part 1 (Hard Copy) • Positive Behaviour (Hard Copy) • Data Protection (Agora MAT) • E-safety (school network) • Code of Conduct (Agora MAT, Hard Copy) • Whistleblowing (Agora MAT, Hard Copy) |
| Other information shared: | <p>Steps overview explained</p> <p>Line Management was explained</p> <p>CPOMS access and use explained</p> <p>Attendance including children missing in education</p> |
| Agora MAT HR Policies | <p>Alcohol, Drugs and Gambling at Work</p> <p>Bullying and Harassment</p> <p>Capability</p> <p>Disciplinary Policy and Procedure</p> <p>Fraud</p> <p>Gifts and Hospitality</p> <p>Grievance</p> <p>Health and Attendance</p> <p>Pay and Appraisal</p> <p>Probation</p> <p>Social Media</p> |
| Any other discussions and reflections | <p>Staff member has email address and network logon.</p> <p>Probationary period explained if applicable.</p> |
| Health and Safety Induction | <p>You need to meet with Carolyn Grange (Site Manager, Pupil Welfare) for a health and safety induction within the next week.</p> |



| | |
|--|--|
| Copies for the file | |
| Signed page from School Child Protection Policy – Appendix 2 | |
| Signed Privacy Policy | |
| Signed Image Consent | |
| Signed Code of Conduct Policy – Appendix 1&2 | |
| Signed Acceptable Use agreement | |
| PREVENT Certificate https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html | |
| Health and Safety Induction Complete | |

Probation

| | |
|---|--|
| 3 months review meeting to cover Probationary period | |
| Date of Meeting | |
| Name Appraiser | |
| Discussion about progress made towards targets | |
| Satisfactory progress towards target has been demonstrated | |
| Any additional support needed | |
| Agree 6 month meeting for Probationary | |

| | |
|--|--|
| 6 months review meeting | |
| Date of Meeting | |
| Name Appraiser | |
| Discussion about progress made towards targets | |
| Satisfactory progress towards target has been demonstrated | |
| | |
| | |