



STAFF INDUCTION POLICY / PROCEDURE

Policy Date	January 2026
Author	Mike Marshall - Principal
Review Date	September 2026

This document should be read in conjunction with the school prospectus and employee handbook.

We are committed to ensuring that all new staff are welcomed, supported and well prepared for their role. Staff induction is a vital process in helping colleagues understand our pupils, values, policies and ways of working.

Our approach to staff induction is guided by our core values:

Belong – We create a welcoming and inclusive induction process where staff feel valued, supported and part of the school community from the outset.

Commit – We are committed to providing clear guidance, appropriate training and ongoing support to ensure staff understand their responsibilities and feel confident in their role.

Thrive – By investing in high-quality induction, we enable staff to develop skills, confidence and professional effectiveness, supporting positive outcomes for pupils.

Induction is structured, supportive and responsive to individual roles, ensuring all staff are equipped to contribute positively to the safety, wellbeing and learning of our pupils.

Our school never stands still, we are always finding ways of improving what we do and how we do it. Our school Development Plan sets out our ambitious whole school targets for the year and you will have an opportunity to go through this as part of your induction. You will be able to see how your role will play a vital part in helping the school to achieve the objectives stated in the plan.

Communication

Effective communication is essential at Turning Point Academy. The majority of communication occurs through informal conversations. It is the responsibility of all staff to maintain an atmosphere of openness and communicate messages, observations and thoughts. Furthermore it is the responsibility of staff to access more formal methods of communication for example attending staff meetings, regularly checking notice boards and emails. If staff have concerns regarding health and safety, child protection or safeguarding it is their responsibility to raise these immediately for the attention of the Principal.

The school's leadership team meet daily at 9am and this is followed by a whole staff briefing, held in the hub at 930am. A daily staff briefing sheet is kept on reception, so if you miss the staff briefing for any reason, you can always catch up by reading the daily briefing sheet.

Staff Meetings

Staff meetings and CPD are held every other Monday after school between 345 and 530pm. There are also departmental meetings held during the school day at regular intervals.

It is expected that all meetings that are required are conducted during this time.

Memos

At times memos may be distributed to staff by email. These may be updates or specific requests for information from staff. It is the responsibility of staff to read these and respond appropriately.

Staff Notice Board

There is a staff notice board in the staff kitchen area which displays information for staff.

There is also a Safeguarding board for staff, so you can keep up to date with policy and practice.

Health and Safety

As with all aspects of school life, Health and Safety is the responsibility of all. If there are any issues related to this which you become aware of you must raise these with the Principal. We believe that the safety of all staff and pupils at Turning Point Academy is of paramount importance and will always prioritise finding solutions to any issues highlighted.

Fire Procedures

The fire evacuation procedures and exits will be discussed with you during your induction. If the fire alarm sounds, you should escort the pupils who you are with out of the school through the nearest emergency exit. Pupils should be encouraged to remain calm and walk sensibly out of school. Designated members of staff will check other areas of school such as the toilets. The meeting point following this is at the rear of the school on the playground. Here, pupils should be organised into their class groups and a register will be taken by their form tutor. In certain places in the school fire extinguishers and fire blankets are provided if required.

A fire drill occurs regularly during the school year.

Accident procedures

Should an accident occur it is important that a first aider is notified. This must then be written in the accident book located in the main school office. If this accident raises health and safety issues the procedures above must be followed.

Site security

All entrances to school remain securely locked unless opened by a member of staff. It is your responsibility to ensure that gates, doors etc are shut behind you. This is particularly relevant if you enter or leave the school through the rear gates attached to the playground. Again, if you notice any issues please follow the health and safety procedures above.

Please ensure that the classroom in which you work is secure at the end of the day, for example by closing windows.

Staff should not leave laptops, tablets or other potentially valuable items on display at the end of the day, such items should be securely locked away.

Visitors procedures

All visitors must report to the office upon arriving at the school. Here they will sign in so that their presence in the school is known. If there is someone in school who you do not know and you are concerned about their presence please enquire at the office or raise with a member of senior staff immediately. ALL strangers should be challenged if they are not wearing a visitors badge.

Risk Assessments

All areas of school have existing risk assessments and these are kept in the school office. It is the responsibility of all staff to update these if things change or information needs updating.

There is a separate policy relating to risk assessments in school.

Health and Safety Policy

You will be shown and asked to sign the Health and Safety policy as part of your induction into school.

First Aid

A list of current First Aiders is displayed in the main school office and on the staff noticeboard in the staff kitchen area. The First Aid lead is ROB GORST.

Should any First aid issues arise the advice of First Aiders should always be sought.

There is a separate policy relating to First Aid in school.

Medical Procedures for Unwell Pupils

In the case of unwell pupils the advice of a First Aider should be sought. All action necessary will be taken but this will be decided by ongoing discussion with all in school as well as parents and carers. At times, if the pupil is particularly unwell a pupil may be sent home. If necessary, on occasion school staff may accompany pupils to see a medical professional with the approval of parents/carers.

Some pupils take medication in school time. Medication must only be administered by an appropriately trained staff member. All staff trained to administer medication are displayed in the main school office. Any medication is kept in the locked medical cupboard in the main school office and strict records are kept of any medication administered in school.

There is a separate policy relating to the administration of medication in school.

Safeguarding

You will be asked to read the schools Safeguarding Policy and sign to indicate you have received, read and understood it.

The schools Designated Safeguarding Lead is the Principal, Mr Marshall. The deputy Safeguarding Lead is Anthony Riley (Assistant Principal).

It is the responsibility of all staff to ensure that pupils are protected from any issues which may affect their health and well-being. Communication over these matters is essential and staff need to be proactive regarding this.

All staff in school are required to undertake Safeguarding Training. This will be organised as soon as possible. In the meantime it is important that you read and understand the relevant Safeguarding Policies.

We use a system called 'MyConcern' to record any safeguarding concerns, including low level concerns.

Safeguarding and child protection will be a significant part of your induction into school.

Please be aware that it is also your responsibility to be aware of and share and concerns related to radicalisation and extremism. We use the following accepted Governmental definition of extremism which is:

'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

Positive Handling / Restraint

At times where pupils are considered to be a danger to the safety of themselves, others or the school environment physical restraint may be necessary. This is always the last option. All staff undergo Team Teach training to ensure that this is in an appropriate fashion. This will be organised for yourself as soon as possible. You will be trained how to handle / restrain in a positive manner. If you have not received any training then you **MUST NOT** use physical restraint.

Physical handling / restraint must be an absolute last resort, after all possible de-escalation techniques have been exhausted.

There is a separate policy relating to behaviour management and the use of positive handling/restraint in school.

Use of Mobile Phones

Pupils are **NOT** allowed to have their mobile phones, or hand held devices such as iPads on them around school. They are required to lock them away in their phone pouches as they arrive. They can be unlocked with permission from a staff member using the magnetic unlockers, but must be locked back in their pouches once used for the permission given.

Staff must **NOT** use their own mobile phones during school time, unless this is in an office space (away from pupils), and not during the course of lessons or duty periods.

Staff must not, under any circumstances, take photographs or videos of staff, pupils or school related activities either during school hours or outside of the school day, without the consent of the Principal.

Staff must also not take pictures or videos of other staff, or pupils during school hours or when completing school based activities. Where they wish to do this they should request to use a school camera to do so and it must be for school related business only.

Images or clips which fit into the categories above must not be uploaded on to the internet under any circumstances. This includes social networking sites such as Facebook, Twitter or any other social media platform. Where this occurs it will be dealt with very seriously and the police may be contacted. The exception to this is the Principal who is the school social media controller.

Data Protection

All data relevant to pupils must remain in school. Information regarding this in more detail can be found in the safeguarding policy/child protection. If you need any more information please seek advice from the Principal. When documents which contain information regarding pupils cease to be required they must be disposed of via the school office where they will be shredded.

Photographs and Videos

Photographs and videos of pupils can be taken in school when consent is obtained from parents/carers. These must be taken/recorded using schools equipment and these must remain in school (as detailed above)

Internet Usage

Permission for pupils to use the internet is obtained from parents/carers when they start school. Its usage must be monitored carefully by school staff.

There are policies regarding your personal use of social media etc. You will be shown where these policies are as part of your induction, as part of the school's acceptable use policy agreement.

Breaks

During break time pupils take part in a range of activities. Pupils must be supervised at all times. It is the responsibility of all staff to supervise pupils. Staff must be vigilant of where pupils are and be aware that all pupils need to be supervised even if they are not members of their form group or class.

Staff are more than welcome to use the bathroom or make tea/coffee but if possible they need to ensure that they do not leave pupils unattended to do so. They also need to be aware that other staff may need relieving also.

Pupils are encouraged to be calm and orderly around school.

During lunch break staff are split between the two sittings although generally eat with the class they work with. Staff either eat with pupils and model good social skills such as eating with a knife and fork and making appropriate conversation, or do a lunchtime duty to supervise indoor / outdoor activities. During the period of lunchtime where pupils are having leisure time they must be supervised as with break times.

All staff have a split lunch where they have 20 minutes for their own lunch and 20 minutes of duty which forms part of the working day and is calculated into staff hours / pay. We do not employ any lunchtime supervisors, as we feel lunchtime is an important social time of the day where pupils benefit from interacting with staff who know them well.

Timetable

All staff and pupils have a timetables or 'Learning Schedule,' which they follow. The Principal and Deputy Principal are responsible for timetabling, so please refer any queries you may have to them.

Punctuality

It is important that lesson changeovers happen as quickly and efficiently as possible. Pupils are encouraged to walk around school in a sensible and safe manner, and be in the right place at the right time. Staff should model these expectations. There should be a high staff presence on corridors between lesson changeovers. Teachers should wait at their classroom doors ready to receive their next class.

Cover

There may be times when you are required to cover an absent member of staff. The Principal is responsible for cover and looks at the timetables every morning before school starts.

Staff Briefings

All staff should attend the daily staff briefing which starts at 930 am. Essential news is shared relevant to that day, and staff have an opportunity to share any important news for that day.

Dress Code

We expect the pupils to be smart and wear their uniform when attending school and therefore staff need to model this. Staff should wear clothes which are appropriate and adhere to health and safety regulations. Jeans are not allowed to be worn. Trainers and track suits / sports gear should only be worn when teaching PE/Sport.

Smoking / Vaping

Due to the role of staff as role models for pupils they are not allowed to smoke or vape in the presence/sight of pupils or parents. This includes trips outside of school hours. Staff are not allowed to smoke or vape on school premises, in line with the law.

Trips and Extra Curricular Activities

Turning Point Academy provides a whole host of enrichment activities from trips to clubs. After school clubs take place on Tuesdays, Wednesdays and Thursdays and staff run the clubs on a rota basis.

We promote the use of trips in order to enrich the learning, cultural and social experiences of our pupils. Trips need to be planned as far in advance as possible. Planning prior to a trip or visit is key to ensuring its success. Risk assessments need to be completed prior to all trips.

Due to the wide range of enrichment opportunities planned for our pupils, trips happen fairly regularly. It is the responsibility of staff to organise these and teachers in particular should give thought to how they can link enrichment activities to the taught curriculum. Before these are arranged they must be discussed with the Principal / Educational Visits Co-ordinator.

Residential experiences are part of our enrichment programme. Staff are requested to take part in these whenever possible as we feel it is beneficial in developing positive relationships with pupils.

There are a wide range of activities available for our pupils to take part in during school holiday periods.

The Educational Visits Co-ordinator is Anthony Riley (Assistant Principal).

Reporting to Parents

We have a healthy amount of communication with our parents, at times on a daily or weekly basis via their home school diaries or telephone conversations. We officially report on progress once every term, and hold PUPIL REVIEW DAYS once each term. There is a detailed annual report of progress sent to all parents towards the end of the academic year.

Parent / Carer Contact

We keep in touch parents/carers regularly. This ensures that the relationships between school and home are excellent and the pupils see that we are working together. The majority of phone calls home are positive as parents/carers often have had negative experiences of contact from school in the past. Contact with home is usually made by the form tutor. Staff should discuss issues or positive praise with the pupils form tutor. At times, the form tutor/class teacher may wish other staff to make phone calls to have a certain impact. Contact needs to be recorded on contact logs which are in pupil files in the office.

Form Tutor / Class Teacher Roles

Form tutor / Class teachers are responsible for monitoring pupils in their form /class. This includes attending meetings for the child, maintaining contact with parents and monitoring the pupils' behaviour. They are the first port of call to discuss any issues with pupils or to give positive feedback. They will have a good understanding of a pupil's home background, pupil's behaviours in a range of lessons and strategies which are particularly effective. At times, form tutors may also ask staff to work with pupils in particular ways or give more detailed feedback. Form tutors will discuss pupils in their form during staff meetings. They appreciate the input of all staff in this.

Form tutors also complete the Pupil Profiles for pupils and annotate their Individual learning plans.

Pupil Files

ALL pupil records are kept securely in the main school office. They must NOT be removed from the premises. If you need to remove any pupil files from the school office, they must be signed out and signed back in.

Photocopying and printing

All staff can photocopy and print school documents at their convenience but we ask that staff are mindful of cost and the environment when printing or copying vast amounts. Pupils should NOT be able to print their work directly to the schools main printer. The main printer is based in the main school office and there are additional printers on the first floor and in the

computing base. If there is a fault with the copier, staff are asked not to investigate themselves, but to seek assistance from the Office Manager.

Staff should not print in colour as the default, and should always use the cream tinted paper provided when printing for pupils, in order to support anyone with a specific learning difficulty.

Ordering

Each subject and department is allocated a budget for the year, for resources. It is important that budgets are monitored closely and do not go over the allocated amounts. If you would like to order any resources or equipment, you should complete the requisition form which can be obtained from the school administrator. All orders must be approved by the principal.

Reporting breakages

If anything is broken and needs to be repaired please discuss this with the Principal. If this creates a health and safety risk please seek the advice of the Principal. It is your responsibility to ensure that pupils are not at risk following any breakages. If items need to be replaced please discuss with a member of senior staff.

Special Educational Needs & Disability

We work in a person-centred way at TPA. This means that we put your child and parents/carers at the very heart of planning and decision making. If your child has any special or additional educational needs then we will seek the appropriate guidance to put strategies and interventions in place in order to help your child to make the best progress possible. As well as utilising the specialist skills we have within our own team of staff, we may also need to consult with professionals from outside of the school to provide us with guidance and support.

The great majority of pupils at TPA will already have an Education, Health and Care Plan. This is a multi agency plan which is drawn up with the child, parents/carers and everyone working with the child / family in order to meet all the special needs your child may have. A thorough assessment is conducted to help decide whether a plan is needed or not. If a plan is needed, then the Local Authority and other services may release extra resources, or the plan may give access into a more specialist school setting.

If a child has a significant or very complex special educational need, and does not have an Education, Health & Care Plan, we may apply to the Local Authority for a joint Education, Health and Care Plan to be put in place.

We have a member of staff at school who is responsible for Special Educational Needs, who is the SENDICO (Special Educational Needs, Disability & Inclusion Co-ordinator). If you are concerned about a child's needs, then you can ask to speak to the SENDICO. The school's SENDICO is Gemma Mulligan.

Children In Care

We carefully monitor the progress of pupils who are in the care of the local authority (Looked After Children). The Deputy Principal is the schools Designated Teacher for Looked After Children. Regular sharing of information happens in school, and staff will be involved in completing progress reports on a regular basis.

Planning and Assessment

For information regarding planning and assessment in particular subjects or year groups please read the teaching and learning policy. The Deputy Principal is responsible for overseeing the curriculum, planning and assessment.

Weather closure procedures

If at any time the school is forced to close due to adverse weather, the Principal will endeavour to inform you as soon as possible. Staff should always keep an eye on the weather conditions and plan accordingly to allow a safe journey into school.

Informing school of absence

If you need to be absent from school please phone the Principal as soon as possible and inform the school office. The same is applicable if you are going to be late. If you need to plan an absence for any other reason, an absence form should be completed and signed off by your line manager before any time is taken off. Once agreed, the time off should be noted in the school diary, located in the main school office. Sickness absence is monitored rigorously. Staff are paid statutory sick pay for any sickness related absences.

School policies and procedures

School policies are kept in the main school office and also the staff section of the school website. You will be shown where these are during your induction. All staff in school need to be aware of these policies and procedures. These will be reviewed in an annual cycle. At times these will be shared in staff meetings where these will need to be read, understood and signed by members of staff. Significant policies such as those included in this booklet need to be read and understood as soon as possible. These will be shared with you during your induction.

Equality

At Turning Point Academy we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Turning Point Academy, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Appraisal

The appraisal procedure for staff at Turning Point Academy is deemed to be important as we care about the continued professional development of staff. You will be allocated a member of staff to complete your appraisal cycle and this will be informed by discussions with you. Once personal targets have been set it is your responsibility to work towards these and collate evidence. If you identify courses which you would be interested in attending please make the Deputy Principal aware.

New Staff Induction Checklist

In line with KCSIE July 2025.



Employee Name:

Position:

Start Date:

Mentor:

Section 1: General School Information

	Completed
Received a copy of the school's induction policy.	
Reviewed the school's mission, vision, and values.	
Received a tour of the school premises.	
Met with key school personnel (headteacher, deputy head, relevant department heads). Including - role of the designated safeguarding lead.	
Received an introduction to the school's staff handbook and relevant policies (e.g., child protection policy, staff behaviour policy or staff code of conduct, attendance, behaviour, safeguarding).	
Received information about school communication channels (email, newsletters, staff meetings).	
Account Setup (Email, Website, MIS, etc)	
Payroll Setup	
Send Induction Pack (All relevant documents)	
Provide Necessary Equipment (Laptop, Charger, Fob, Guide)	
Has received and signed the induction declaration	
Aware of the whistleblowing procedures	

Knows how to access the school's SCR lead or HR contact	
---	--

Section 2: Role-Specific Information

	Completed
Received a detailed job description and performance expectations.	
Completed any necessary role-specific training. (e.g. SEND, EAL, exam officer protocols)	
Received guidance on curriculum planning and delivery (if applicable).	
Received information about relevant resources and materials.	
Been introduced to any specific software or systems used in the role.	
Received CPD overview and access to training platform (if applicable)	
Briefed on expectations regarding recording, assessment, and reporting	

Section 3: Safeguarding and Health & Safety

	Completed
<p>Attended safeguarding induction including:</p> <ul style="list-style-type: none"> • Role of the DSL/deputy DSL • Online safety procedures • Filtering and monitoring systems • PREVENT duty awareness • FGM mandatory reporting • How to use the school's safeguarding recording system 	
Reviewed the school's child protection, behaviour, staff code of conduct, and low-level concerns policy	

<ul style="list-style-type: none"> • Attended H&S induction including: • Fire safety, evacuation points • Lockdown procedures • Asbestos management (location and awareness) • Reporting accidents and near-misses 	
---	--

Section 4: Additional Information

	Completed
School Procedures and Timetables (Assemblies, Dinnertime)	
Received information about appraisal and professional development opportunities.	
Received a schedule of upcoming school events and activities.	
Had an opportunity to ask questions and raise any concerns.	
Aware of procedures for attendance monitoring, punctuality, and reporting absence	
Briefed on expectations regarding use of mobile phones and personal devices	
Informed about reasonable adjustments, support for neurodivergent or disabled staff	

Section 5: Mentor Check-in (To be completed by the Mentor)

	Completed
Reviewed the induction checklist with the new staff member.	
Provided ongoing support and guidance.	
Scheduled regular check-ins to assess progress and address any issues.	
Mentor has signed off understanding of professional conduct expectations	
Notes of any early issues flagged or follow-up actions planned	

Signatures

New Staff Member:

Date:

Mentor:

Date:

Principal/Deputy :

Date:

References:

Keeping children safe in education, 7th July 2025

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This document has been written in line with: [KCSIE 2025](#), last updated July 2025.
*This document is designed to help you check that your procedures are in place, and we recommend that you use it alongside the [Keeping Children Safe in Education](#).
This was written in line with the latest document in 2025, and whilst HeadteacherChat endeavours to ensure the accuracy and relevance of this document, we cannot accept liability for any errors, omissions, or outdated information. We strongly advise schools to regularly consult the latest official guidance to ensure their procedures remain up to date.*