Sydenham & Dulwich Girls

GDST
GIRLS' DAY SCHOOL TRUST

Staff Induction Policy
Whole School: Senior School/Prep School: EYFS, KS1 and KS2

1. Introduction

This policy applies to new staff to the school, existing staff who take up new roles within the school, staff on temporary contracts, supply staff, ECTs and student teachers.

All new members of staff are updated on Safeguarding Policies and will attend whole school INSET and taken through the Safeguarding and Child Protection Policy

Staff who are both new to the school and to the GDST will also follow a GDST 6 month probationary period programme - see GDST Probationary Period Policy & Procedures documentation and policies:

https://gdst.oak.com/Content/Page/Index/34584f20-e529-437f-9206-6299f8dd9352

Staff can also refer to the flow chart for the Probation process.
Flow chart of probation process_0 (1).doc

2. Aims and objectives

To ensure that all staff understand their role before taking up their new position and are equipped and enabled to carry it out successfully.

To ensure that all staff are given the information, resources and access to ICT facilities they may need before they take up their new position.

To ensure that all staff, where possible, receive specific Induction on an advance visit to the school as well as on their first day. This should include essential H&S information.

To ensure that induction continues throughout a time that allows a new member of staff to feel aware of the processes of the school and that any needs are identified as early as possible and steps taken to support and develop staff within their role.

To ensure that ECTs are properly monitored and supported through their first two years of teaching according to the statutory regulations laid down by IStip and the DfE's Early Career Framework.

3. Procedures

All induction for staff – both teaching and non-teaching is carried out in accordance with the guidelines stipulated by the GDST – see the GDST Probation guidance information

Induction is broken down by stage – prior to and on commencement of employment, alongside being categorised by staff type; teaching staff, ECT or support staff.

Prior to taking up a position of employment at SHS, all new staff members are sent a welcome pack which includes a letter from the CEO of the GDST, alongside safeguarding, probationary period, ICT use and communications policies and data protection and personal data consent forms. Additional information about the GDST is provided at this point also.

On commencement of their employment, teaching and support staff are given a copy of the SHS Induction Checklist which forms the basis of the Induction programme. Some aspects of this are prioritised to ensure that all staff are aware of certain H&S procedures such as fire and emergency evacuation plans and procedures, out of hour's school safety procedures and child protection policies which are to be delivered on the first days of employment.

Induction is led by the member of SLT in charge of induction (Assistant Head Teaching and Learning). However, other members of staff will contribute to the induction process. For example, the Pastoral and Academic Deputy Heads, school SENDco and data manager. For ECTs, their induction will also involve their mentor and also the school ECT induction tutor.

For teaching staff, part of the induction process focuses on ensuring that they are prepared for teaching with their timetable, appropriate resources and any departmental and pastoral policies that they need to be aware of in their job role. One lesson observation will be arranged for new teaching staff during their first half term in accordance with GDST guidance with a further lesson observation being carried out during the probationary period. Lesson observations will be pre-arranged and will cover a variety of year groups with feedback given. Any concerns regarding teaching staff during their probationary period are reported to the Head and an appropriate support plan put in place to support that member of staff in their development. Teaching staff will also follow an induction programme during their probationary period.

ECTs follow the general Staff Induction programme and in addition to this, they follow the ECT programme provided by IStip. ECTs receive a 10% reduction in timetable in the first year, a 5% reduction in timetable in the second year, have regular meetings with their mentor and school professional tutor and are released for IStip ECT training days. The ECT is expected to take a proactive role in the Induction process and to be responsible for the collection of evidence and the maintenance of records. The school provides the official monitoring and reporting which enables IStip to make final judgement on successful completion of the two year ECF. ECTs are not required to complete the GDST Probationary period as well as the ECF period.

If an ECT is at risk of failure or is making unsatisfactory progress then the DfE statutory guidance, Section 4 will be followed. Full details regarding IStip training can be found at https://istip.co.uk/

Full details of the staff induction programme 2025-2026 can be found here:

Induction Programme 2026 - new staff

Premises and cleaning staff are provided with a specific induction programme that caters to the requirements of their specific job role, with a particular focus on H&S with regards to equipment use, safe working practices and the safe handling of goods in relation to their job role. Any training that support staff receive should be recorded and any refresher training courses can be sourced via GDST Oak at https://gdst.oak.com/Home/Index/1e7872f3-0b8f-41a8-9714-54b6d32da407

Cleaning and catering staff may only have experience in domestic settings and so will require guidance on the commercial approach to their job role including aspects of H&S. Premise staff will need induction training to cover issues relating to security, hazardous machinery and dangerous equipment.