



Bradford Central PRU

Induction Policy

Background / Purpose

The purpose of this policy is to ensure the induction to the learning community of Bradford Central PRU. All adults have an opportunity to contribute to the evolving vision and values of the centres. This policy includes procedures for:

- All staff
- New pupils
- Parents/carers
- Members of the PRU Management Committee
- Plus any other professionals working in the centres.

It is important that adults within the learning community understand its purpose, their role and responsibilities. Considering the complexity of the behavioural support needs of the pupils, it is essential that all adults who enter the centres fully appreciate how their own behaviour can influence/impact on the behaviour of the pupils.

Policy Objectives

Our priority is to raise standards and improve the quality of education for all our pupils. We believe when staff are well supported and confident in their roles they will achieve this.

These induction procedures aim to provide newly appointed staff, and those with ongoing working relationships with the centres, to receive structured support and guidance as appropriate to their role to enable them to:

- Understand and take appropriate action in relation to safeguarding pupils
- Integrate successfully into the learning community
- Gain experience and develop professional expertise
- Fulfil their job description effectively
- Interact appropriately with pupils.

Procedures and Practices

All staff working in the centres

All new staff will be given the appropriate induction advice, training and resources. This will include:

- Policies and procedures for safeguarding pupils
- Staff Handbook
- Policy documents, including Centre Aims
- Copy of the centre's current development plan
- Pertinent information for each pupil at the centre
- Training in the use of the centre equipment
- Information on training opportunities which are applicable and essential to their role.

The ongoing process of induction must allow a new member of staff the opportunity to give feedback on their experiences, and further guidance as necessary, under the supervision of the Head Teacher.

All staff will take part in an ongoing appraisal procedures.

The Head Teacher is responsible for the appropriate induction advice and training. This will be managed by the Business Manager and the Head of Centre. All new staff will be provided with a named mentor to give support with the daily practice and procedures.

Induction information should include:

- Safeguarding pupils attending the Centres,
- Information on the school, including the school brochure, the school aims,
- Policies, resources and procedures,
- Health, safety and security information,
- Training to implement ICT programmes and school administrative procedures when applicable,
- Access to confidential information, where appropriate, on children, staff and resources,
- Opportunity to comment on policy and practice.

An induction and review meeting should be held with the Business Manager or the Head of Centre at the end of the first month and then termly during the first year to identify and provide relevant information.

All staff will take part in appraisal procedures.

Supply staff

Supply staff will:

- Be welcomed by the Head of Centre and be informed of their specific role and responsibilities
- Receive, on their first visit a hand-out 'General Procedures', including information on relevant policies and practices of the centre
- Be given relevant information on individual pupils that they will be working with and other pertinent pupil information as necessary
- Be given by the class teacher, a timetable and lesson plans if the class teacher's absence is planned in advance
- Be reminded of their need to treat information in a confidential manner
- Have access to the Head of Centre as necessary.

Visiting professionals

Visiting professionals will be inducted into the necessary safeguarding procedures operating in the centres.

Members of the PRU Management Committee

Members of the PRU Management Committee have a vital role to play in providing support and challenge to the centre staff. To enable the fulfilment of this role all new Members should be given current relevant centre information, policy documents, including those relating to safeguarding and PRU Improvement Plan.

New members of the PRU Management Committee will receive the following information and resources:

- Opportunities to tour the centres and meet staff and pupils
- Previous annual reports to the PRU Management Committee
- The full portfolio of policies and reports describing the impact of such policies
- Access to minutes of previous Committee meetings.

New pupils

We aim to integrate new pupils successfully in to the learning community of the centres including programmes of work, opportunities and routines. They will be given a guided tour, with their parent(s)/carer(s) prior to entry.

Further details on the induction of pupils are contained within the Placement Management Policy.

Parents/Carers of pupils

Bradford Central PRU attaches significant importance to the supportive role that parents/carers play while pupils are placed at the Centres and seeks to ensure the effective induction of all new parents/carers to secure partnership working. The induction of new parents/carers will include:

- An initial meeting with the Head of Centre
- Presentation of key information about the day to day operation of the Centre
- Ways in which communication between parent/carer and the Centre will take place
- Checking the accuracy of information on their child and confirming the completion of necessary admission documentation.
- Information regarding the centre's complaints procedures.