



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School,
and
Woodentops Day Nursery**

INDUCTION POLICY

1. Introduction & Aims

This policy applies to all newly appointed staff and existing staff transitioning into new roles across The White House Preparatory School and Woodentops Day Nursery, including:

- **Teaching Staff:** Teachers, Learning Support Assistants (LSAs), Teaching Assistants (TAs), and supply/agency staff.
- **Support Staff:** Administrative, cleaning, catering, and premises personnel.

Our priority is to maintain high educational standards and provide a safe, supportive environment for all pupils and staff. This policy provides a structured induction framework to enable staff to:

- Integrate smoothly into the school and nursery community.
- Fulfill their job descriptions effectively and consolidate performance.
- Understand safeguarding procedures and commit to statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.
- Identify Continuous Professional Development (CPD) and career progression opportunities.
- Participate actively in school discussions, policy reviews, and curriculum development.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

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2. Recruitment & Pre-Start Procedures

- **Selection:** Candidates receive comprehensive information regarding the post and expectations. Offers of employment specify clear terms, conditions, and job descriptions.
- **Pre-Start Visit:** Where possible, appointees visit during the term prior to starting (e.g., during July Activity Week for September starters). Visits include meeting year-group leads, reviewing schemes of work, shadowing current class teachers, meeting new pupils/parents, and touring the site. Appointees receive key policies, syllabuses, timetables, and planning templates.

3. Support Structures: Mentors & Buddies

- **Mentors:** Assigned from the Senior Leadership Team (SLT) to offer daily guidance initially, transitioning to weekly check-ins ahead of major events (e.g., assessment periods, parent consultations, report writing). Mentors support staff throughout their full first year.
- **Buddies:** Non-SLT colleagues invited to offer informal peer support and emotional grounding as new staff navigate their first academic cycle.

4. Induction Delivery & Key Coverage

Induction begins during INSET days at the start of each term (Autumn, Spring, Summer). Key areas covered prior to pupil arrival and during the first week include:

- **Welcome & Orientation:** Site tours, team introductions, and operational orientation.
- **Safeguarding:** Mandatory review of KCSIE (Part 1 and Annex A), child protection protocols, and key contacts (DSL/DDSL).
- **Health, Safety & Security:** Emergency protocols, fire safety, and site access control.



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- **Professional Standards:** Expectations regarding conduct, attendance, and professional appearance.
- **Communication:** Managing relationships with parents and formal communication channels.
- **Day-to-Day Operations:** Registration, pupil absence tracking, break/lunch duties, and staff absence procedures.
- **Pastoral & Academic Practice:** Curriculum planning, resource access, SEN/EAL management, assessment, classroom displays, and report writing guidance.

5. Documentation & Review Timelines

- **Induction Checklist:** Completed and signed off by the employee and mentor by the second week of employment.
- **Annual Declaration:** Signed annually by all staff to confirm ongoing compliance with safeguarding and operational policies.
- **Progress Meetings:** Formal review meetings occur with the Mentor at the end of Week 1, Month 1, First Half-Term, First Term, and half-termly thereafter throughout the probation period.
- **Probation & Appraisal:** Probation spans the first full year of employment and integrates with standard appraisal systems (including lesson observations and learning walks). Successful completion is confirmed by the Headteacher.

6. PGCE Students, Early Career Teachers (ECTs), and Supply Staff

- **PGCE & ECTs:** Supported by designated mentors in partnership with accrediting bodies (e.g., University of Buckingham, ISTIP). Review meetings occur half-termly alongside



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formal termly assessments. Release time is provided for required training, placements, or residential.

- **Supply Staff:** Primarily utilized in the Day Nursery for long-term cover. On arrival, supply staff receive a site welcome, a copy of *Information for Supply Teachers*, a briefing on emergency protocols, class/age group profiles, and a mandatory safeguarding briefing aligning with KCSIE.

7. Non-Teaching Staff Specific Guidance

- **LSAs / TAs:** Mentored in coordination with class teachers. Induction covers work-shadowing, SEN resource management, behavior/marking policies, IT systems, equipment operation, and Early Years Foundation Stage (EYFS) requirements where applicable.
- **Administrative Staff:** Mentored by SLT or senior administrative leads. Induction covers school management software, administrative protocols, GDPR compliance, parent communications, and site security.
- **Cleaning & Catering Staff:** Briefed by SLT on role-specific Health & Safety, site security, emergency procedures, and safeguarding standards relevant to their working hours.

Policy will be reviewed every 2 yrs			
Policy reviewed:	Sept 26	By:	Principal & Headteacher
To be reviewed:	June 28	By:	Principal & Headteacher





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Appendix A: Safeguarding Induction Protocols

- **Mandatory Online Training:** All newly employed staff (teaching, non-teaching, peripatetic staff, and sports coaches) must complete accredited online Safeguarding, Prevent, and Channel Awareness training prior to commencing employment or contacting pupils.
- **Personal Briefing:** Delivered by the Headteacher/DSL (or Day Nursery Manager) covering school-specific child protection procedures.
- **Exemptions:** Restricted strictly to cleaners working entirely outside pupil hours, fully escorted visitors/contractors, or contractors working on physically segregated sites during holiday periods.
- **Statutory Framework Compliance:** Staff must read Part 1 and Annex A of *Keeping Children Safe in Education (KCSIE)* and abide by *Working Together to Safeguard Children* and the *Childcare (Disqualification) Regulations*.
- **Refresher Training:** Safeguarding awareness and Prevent updates are reinforced at least annually through staff meetings and dedicated INSET sessions.



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