



EV-S.0326

Staff Induction Policy

March 2026

**EVEREST
SCHOOL**

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1. Policy Statement

Everest International School is committed to ensuring that all newly appointed staff are welcomed effectively and supported to understand their responsibilities, the culture and vision of the school, and the standards expected in relation to safeguarding, teaching, conduct and professional practice.

A strong induction process ensures staff are prepared to carry out their role safely, confidently and consistently. Induction strengthens safeguarding arrangements and helps ensure high standards across the school.

2. Aims of the Policy

The aims of this policy are to ensure that new staff:

- Are recruited safely in line with safer recruitment practices
- Understand safeguarding and child protection responsibilities
- Understand the school vision and ethos
- Become familiar with policies and procedures
- Understand curriculum and teaching expectations
- Receive appropriate support during their first weeks in post

3. Scope

This policy applies to:

- Teaching staff
- Teaching assistants and support staff
- Administrative staff
- Operational staff
- Long-term supply staff
- Volunteers working regularly in the school

4. Principles

Effective induction should be:

- Safe



- Thorough
- Supportive
- Consistent
- Professional
- Reflective

5. Safer Recruitment and Pre-Employment Checks

Everest International School follows safer recruitment procedures. Before a staff member begins employment the school ensures the following checks are completed:

- Identity verification
- Address verification
- Right to work checks
- References
- Employment history review
- Qualification checks where required
- Police / criminal record checks
- Medical declaration where appropriate

No staff member will begin unsupervised work with pupils until safeguarding checks are complete.

6. Induction Objectives

Induction ensures staff understand the school's expectations, safeguarding responsibilities, and professional standards.

6.1 Vision and Ethos of the School

New staff must understand the mission, values and educational vision of Everest International School including high academic standards, pupil wellbeing, safeguarding and inclusive practice.



6.2 Safeguarding and Child Protection

All staff must receive safeguarding training including:

- Child protection policy
- Designated Safeguarding Lead (DSL) contact details
- Procedures for reporting concerns
- Professional boundaries and safer working practice

6.3 Policy Awareness

Staff must be familiar with key policies including safeguarding, behaviour, health and safety, attendance, first aid, anti-bullying, whistleblowing and staff conduct.

6.4 Curriculum Expectations

Teaching staff must understand curriculum structure, planning expectations, assessment procedures and expectations for differentiation and inclusion.

6.5 Teaching and Learning Expectations

Staff must understand expectations for high-quality teaching including clear learning objectives, differentiation, pupil engagement and effective behaviour management.

6.6 Professional Conduct

All staff must follow the Staff Code of Conduct including expectations for communication, confidentiality, professional behaviour and appropriate boundaries.

7. Induction Process

Induction takes place in stages including preparation before employment begins, first-day orientation and ongoing support during the first term.

7.1 Before the Staff Member Starts

Pre-employment checks are completed and induction planning takes place.

7.2 On or Before the First Day

New staff receive safeguarding induction, policy overview, site tour and introductions to colleagues.



7.3 During the First Week

Staff receive role specific guidance, curriculum expectations and operational procedures.

7.4 During the First Term

Follow-up meetings and professional support help ensure staff settle into their role effectively.

8. Roles and Responsibilities

The Headteacher oversees induction, the DSL delivers safeguarding training and line managers support staff during the induction period.

9. Safeguarding Induction Requirements

All staff must understand that safeguarding is everyone's responsibility and know how to report concerns about a child or adult.

10. Policy Familiarisation

Staff must read and understand key policies and know where to access them.

11. Curriculum, Teaching and Learning Induction

Teaching staff receive guidance on planning, assessment, behaviour expectations and classroom practice.

12. School Vision and Culture

Staff are expected to uphold the values of Everest International School including respect, professionalism and commitment to pupil success.

13. Monitoring and Evaluation of Induction

Senior leaders review the effectiveness of induction through meetings, feedback and observation.

14. Record Keeping

The school maintains records of recruitment checks, safeguarding training and induction completion.

15. Links to Other Policies

This policy links with safeguarding, safer recruitment, staff conduct, behaviour and health and safety policies.



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Reviewed by	Date of Review	Signature
Rachel Lloyd Headteacher	09/03/2026	
Reviewed by Governing Body	09/03/2026	