

# Laleham Gap School – LGS55 Staff Induction Policy

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**Kent County Council**

**Education Learning and Skills Directorate**



Date: January 2016

Next Review: January 2019

Owner: Head of Care

# Laleham Gap School – LGS55 Staff Induction Policy

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## Kent County Council & Laleham Gap School

The Governing Body of Laleham Gap School acknowledges both statutory provision and intentionality within Equality; Diversity and Direct Discrimination legislation\* culminating in the Equality Act 2010 (effective from 1 October 2010) in drafting and reviewing this school policy. The Governing Body actively seeks to promote policy measures to cease inequality, all forms of discrimination and enhance opportunity and well-being within every aspect of the school's business for pupils, staff, governors and community stakeholders.

\*Sex Discrimination Act 1976; Race Relations Acts 1976 & 2000; Childcare Act 2006; DDA 1995 & 2005; Civil Partnership Act 2004; Gender Recognition Act 2004; Equality Acts 2006 & 7 and Statutory Instruments.

## Staff Induction Policy

All Residential staff at Laleham Gap School follow a period of Induction training.

### **Formal Induction Training for Staff who hold the Level 3 Children & Young Peoples Workforce Diploma (Or Equivalent)**

1. The Head of Care and DSL provides training and induction about the school and the role of the Residential Care Staff, including Child Protection, E-Safety and Guidance for Safe Working Practice. Whilst Laleham Gap Residential Induction outline will be followed, the content and discussion is to be bespoke to the individual's needs dependant on their level of previous experience and training.

### **Formal Induction Training for Staff who do not hold the Level 3 Children & Young Peoples Workforce Diploma (Or Equivalent)**

1. The Head of Care and DSL provide sessions of training about the school and the role of the Residential Care Staff, including Child Protection, E-Safety and Guidance for Safe Working Practice.

2. All new staff will begin working towards the Level 3 Children & Young Peoples Workforce Diploma within three months of confirmation of employment.

3. An intensive induction will take place in line with Laleham Gap Residential Induction covering all areas pertinent to the role.

4. Supervision will take place twice per term during the probationary period.

### **Informal Induction Training**

1. A mentor will be allocated on shift to take responsibility for guiding the staff, giving details and information about resident pupils and enabling them to learn through shadowing.

### **On-going Training & Support**

1. All staff are expected to attend formal inset training days to develop their specialist knowledge of Autism and Asperger's Syndrome. Further training needs will be identified through supervision and appraisal.

2. New staff will be involved in practice reflection workshops which will be themed around specific practice areas which are prevalent at the time and may be specifically relevant to them.

Laleham Gap School