



Christchurch Infant School

Governor Induction Policy

Next Review Date:	September 2022
Date:	December 2021



This policy has been written to help ensure that new governors have a comprehensive and effective induction to enable them to become confident and proficient in their role.

Key requirements:

An existing governor should have specific delegated responsibility for ensuring effective induction takes place and mentoring the new governor during their first year. This role should be reviewed annually at the start of each academic year.

The Induction Checklist (Appendix One) is the key document to be used by the new governor and all relevant personnel. It is the Clerk's responsibility to ensure that this is reviewed at least annually and kept up to date.

All new governors are expected to complete relevant externally provided Induction training together with other selected training relevant to their role/committee membership and, additionally, for general awareness. Guidance should be sought from the Clerk.

The Induction Link Governor is expected to outline to new governors the expectations detailed in the Code of Conduct and the ethos of the Christchurch Infant School community.

CHRISTCHURCH INFANT SCHOOL

New Governor Induction Checklist

Name:				
		Responsibility:	Timescale:	Completed by date:
1	Admin Requirements:			
a.	E-Mail Address setup	P Mills	Within 1 week	
b.	Sharepoint	Clerk	Within 1 week	
c.	Security Pass Issued	School Business Manager	Within 1 week	

d.	DBS Check (must apply within 21 days of appointment).	School Business Manager	Within 1 week	
e.	Business & Pecuniary Interests	Clerk	Within 1 week	
f.	GDI Form completion	Clerk	Within 1 week	
g.	Update information for schools	Clerk	Within 1 month	
h.	Access to training	Clerk	Within 1 month	

2	Site visit			
a.	Meet HT, Deputy HT, staff	Headteacher	Within 1 month	
b.	Meet Link Subject Leader	Headteacher	Within 1 month	
c.	Tour of school	Headteacher	Within 1 month	

3	Health & Safety			
a.	Procedure in the event of fire alarm	School Business Manager	Within 1 month	
b.	Use of fire-fighting appliances	School Business Manager	Within 1 month	
c.	Identification of any specific hazard(s) in school	School Business Manager	Within 1 month	
d.	Procedure in the event of an accident	School Business Manager	Within 1 month	
e.	Location of first aid boxes and first aiders	School Business Manager	Within 1 month	
f.	School safety policy	School Business Manager	Within 1 month	
g.	Smoking Policy	School Business Manager	Within 1 month	
h.	Site Security	School Business Manager	Within 1 month	

4	Safeguarding and Safer Recruitment			
a.	Child Protection policy	Headteacher	Within 3 months	
b.	Safeguarding Level One Training	Clerk	Within 3 months	
c.	Procedure for reporting concerns	Headteacher	Within 3 months	

d	Keeping Children Safe in Education Part One sign off	Headteacher	Within 3 months	
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5 Governor Information and role				
a	SEF	Headteacher	Within 1 month	
b	Latest OFSTED Report and subsequent external reviews	Headteacher	Within 1 month	
c	Committee Terms of Reference Membership and roles	Clerk	Within 1 month	
d	Dates of upcoming meetings	Clerk	Within 1 month	
e	Governor contact details	Clerk	Within 1 month	
f	Role of Governor	Induction Link Governor	Within 1 month	
g	Code of Conduct	Clerk	Within 1 month	
h	Confidentiality Policy	Clerk	Within 1 month	
i	Sharepoint	Clerk	Within 1 month	
j	Meeting agendas & minutes	Clerk	Within 1 month	
k	Training availability/requirements/logistics	Clerk	Within 1 month	
l	Acronyms (on Nexus)	Clerk	Within 1 month	

All the above points have been explained/issued:	
Signed (Governor):	
Signed (Induction Link Governor):	

APPENDIX TWO

Required reading:

Document:	Source:	Date read:
School Improvement Plan (SIP); School Evaluation Form (SEF) and Standing Orders	See Sharepoint	
Latest OFSTED Report and subsequent external reviews	School website	
Committee Terms of Reference and recent minutes	See sharepoint	
Keeping Children Safe in Education Part One (2019)	https://www.gov.uk/government/publications/keeping-children-safe-in-education--2	
DfE Governance Framework	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf	
DfE Competency Framework for Governance	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf	
Code of Conduct	See sharepoint	
Training availability/ requirements/ logistics	Training available from BCP, Modern Governor, NGA.	