

HHELC Induction Policy

Introduction

Rationale

The HHELC Vision is - To deliver an exceptional education, which motivates our students to work toward their ambitions, to build resilience, overcome medical obstacles to progress and to achieve their potential.

Our core values are - Respect, Kindness, Resilience, Empathy, Responsibility, Honesty.

As a school, our main purpose is learning - for both staff and pupils. Through the continuous learning of our staff and governors the school improves and develops, and brings ever greater benefits for our pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff and governors new to the school. Induction is a process which starts before a person joins the school and continues through the first year at the school and beyond. Induction is a process which aims to increase the effectiveness of all staff and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the school and by supporting highly effective performance. This policy applies to teaching and support staff. It thus enables them to contribute to the school's vision and goals and to fulfil its guiding principles. The induction process will ensure mutual benefit for the individual and the school.

Purposes

The Purpose of this policy is to ensure that every staff member is given sufficient information and advice to enable them to become a safe and effective team member as quickly as possible.

As there are distinct differences in the working environments at our different schools, in addition to the common themes, there are specific appendices representing:

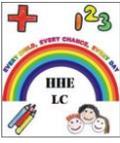
- Induction for the Children's Hospital School
- Induction for the Thorneywood School and Home Education

Aims

- To provide a suitable welcome for each new staff member
- To ensure that all staff or volunteers understand their Safeguarding Responsibilities
- To ensure that new staff are equipped with the skills and knowledge necessary to work effectively and safely within the HHELC
- To familiarise the new staff member with the policies and procedures of the HHELC and to understand the organisation and methods of communication
- To provide appropriate support to enable the new staff member to pursue their job effectively

Our induction process will:

- Contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meet the needs of pupils, parents and the wider community



- Contribute to job satisfaction, personal achievement, individual and team effort, thus providing for effective work at the school
- Ensure all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Build co-operation between staff of all sections of the school
- Ensure that all staff are valued and recognised as the school's most important asset

Guidelines

Induction activity is planned in the context of the school's vision, goals and guiding principles, and national standards for teacher induction and for other specific roles and responsibilities. Resources are prioritised to support induction. Resources will be available for the whole school programme of induction and to meet the needs of specific staff in helping them to meet the standards required by the school.

Management and Organisation of Induction

The Head Teacher is responsible for the overall management and organisation of Induction, including across the whole school. This includes a whole school planning and quality assurance role. The Head Teachers of the Children's Hospital School and the Thorneywood School will take the operational lead in delivering on the induction programme.

Specific Operational Responsibilities:

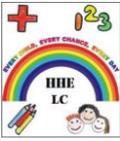
The Head of School will take overall responsibility for:

- The implementation of the induction process
- The organisation of an appropriate mentor for the new member of staff
- Provision of a current Induction file the earliest possible time after appointment
- Provision of the school's current School Development Plan

Established staff members will take responsibility for:

- Undertaking their agreed responsibility on the Induction action plan
- Providing informal support and acting as a source of advice
- Referring the new staff member to the appropriate support from others

In addition, should the new member of staff take on a Subject Leadership role (Teachers only), or other specific responsibility, the Head of School will take responsibility for providing any necessary documentation relating to our setting, meeting with the member of staff to establish the expectations of the role and ensuring the new member of staff is aware of how the subject priorities connect with the school's current needs and priorities.



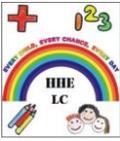
Procedures

- All new staff will be allocated a line manager
- All new staff will be allocated a mentor, and every effort will be made to ensure this is not the line-manager, within the resources available in the school.
- All new staff will be invited to visit the school before they take up post.
- All new staff will be met on their first day by their mentor / line manager.
- All new staff will be provided with access to school policies and be expected to develop their understanding of them.
- All new staff will meet with the Headteacher of HHELC within their first week in post.
- An induction programme will be provided for new staff.
- All new staff will have a review of their induction after one month, three months and six months with their line manager
- All new staff will be provided with an explanation of the school's appraisal arrangements within which they will be expected to participate.
- All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for learning for all school members, students and staff.
- On starting work a new up to date copy of the job description will be provided by the School Business Manager and signed.
- All new staff will complete and sign a form to be added to the register of pecuniary interests
- The induction period shall last for six months.

General areas to be addressed during the Induction Period of Teaching Staff

- Ethos of the school and how to support it
- Values Based Learning
- SMSC and the use of the grid
- What is going well?
- What extra support do you need?
- Teacher Planning
- Teacher Assessment
- Protocol for working with colleagues
- TLR responsibilities
- Special Educational Needs
- School Development Plan
- Policies
- Health and Safety
- First Aid
- Safeguarding and Child Protection procedures
- Resources- where are they stored, what is available, etc.
- Office protocols
- Finance and ordering of materials
- Identification of any future training needs

Student Placements, NQT and ITT



In addition to the general induction programme, HHELC will fully comply with all requirements of the national and local NQT or ITT programmes and the relevant University's student placement requirements.

Policy Development

This policy will be reviewed in line with the governing body's schedule of policy review and will be amended in light of experience.

List of Appendices

Thorneywood and Home:

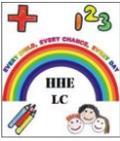
1. Induction Checklist
2. Entering and Leaving the Building

All home tutors must also be given a copy of the Lone Working Policy

Children's Hospital School:

3. Teaching Area Information
4. Supply Induction Information Hospital Specific
5. Nottingham University Hospitals Confidentiality Code of Conduct
6. Nottingham University Hospitals Confidentiality signing sheet for work experience

January 2017



Appendix 1.

Induction Checklist (TW)

Induction forDate.....

Team membership:

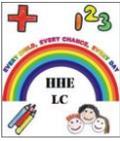
- Introduction to all staff members (LCh)
- Allocate a Buddy (LCh)
- Opportunities to spend time in each group/shadow colleagues (LCh)
- Attendance at INSETs (LCh)
- Attendance at social events (ALL)
- Visit to QMC Children's Hospital School (LCh/ET)

Practicalities

- Personal information sheet (Complete and return to Admin)
- Bank mandate
- Pension details
- Arrange Citicard(Caroline/Jo/LCh)
- Set up email account (Admin)
- DBS (SCh/Admin)
- Signing in/out of the building; entrance and exit protocol
- Times of the school day
- Parking on site; insurance
- IT/SurfacePro/Computer (APe)
- A guided tour of the Base (LCh)
- Fire safety talk (LCh)
- Confidentiality (LCh)
- Sickness Absence procedures
- Calendar of the academic year
- Local authority information.

Who we are and what we do

- Our Vision and Values. (LCh)
- SMSC (Working Group Member)
- Website (APe) and Staff Hub
- Key Policies – see website.
- Read Safeguarding Policy
- Progress reporting (LCh)
- Whole LC Improvement Plan (LCh)
- Performance Appraisal (LCh)
- Membership of working groups (LCh)



Appendix 2.

Arriving and Leaving (TW)

Staff based at Thorneywood School are expected to be on-site by 8.30 a.m. unless they have a scheduled professional meeting elsewhere.

Any such meetings should be recorded in the diary in reception.

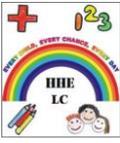
Signing in/out of the building

In order to comply with health and safety, fire and safeguarding procedures and regulations:

- Identity badges (Citycards) are to be worn at all times when on-site.
- Staff are required to sign in when arriving at work and to sign out when leaving the building, on the signing-in sheet in reception. You should sign in and out each time you leave the site throughout the day (With exception of Adolescent Class staff moving between the classroom and the Unit.)

Entrance and exit protocol

- Staff should use the front door on arrival and when leaving the building.
- Staff should NOT use classrooms as thoroughfares, especially when lessons are underway, to avoid causing a distraction.



Appendix 3.

Teaching Area Information CHS

D33

- Infection control procedures – always gel hands when entering and exiting ward, classroom and side rooms.
- CF patients should never mix or be with other respiratory or immune-suppressed patients.
- Do not discuss the patient's medical condition or ask about home or family as they may have complex social backgrounds and are vulnerable pupils.
- Be aware of any safeguarding issues. Always ask the other member of teaching staff or named nurse if you have any concerns.
- Be sensitive to pupil's emotional and medical needs.

D34/35

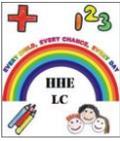
- Infection control procedures – always gel hands when entering and exiting ward and side rooms and moving between the wards.
- Make sure iPads and laptops are wiped down after use, using the antiseptic wipes.
- Occasionally we have patients who are placed on the ward as a place of safety. It is important that you do not let anyone on to the ward unless you know them.
- You do not need to ask about a patient's medical condition unless there are certain pieces of information that need to be known if they are going up to the classroom (e.g. if they are diabetic, need to drink a certain amount of water).
- Occasionally a bay might be isolated or a room barriered. A yellow notice is usually nearby. You need to seek further advice from medical staff before entering.

E17

- Infection control procedures – always gel hands when entering and exiting ward and between different pupils.
- Keys are kept in the Dialysis tray in the staffroom or they may be in the Dialysis folder.
- Visit the nurses' station on the ward to get handover. There will be a diary detailing the children on the ward or ask a play specialist.
- Do a ward round to meet the children that are able to do school work.
- Get a laptop from dialysis to access children's notes from previous day to find out what they have done.
- Children may be taught at their bedside, in the classroom on the ward or in classroom 1.
- Make sure iPads and laptops are wiped down after use, using the antiseptic wipes.
- At the end of the day put laptop away and lock all cupboards and doors.

Dialysis

- Infection control procedures – always gel hands when entering and exiting ward.
- Introduce yourself to dialysis nursing staff and ask advice.
- Don't put a chair in front of the machines.
- Do not discuss medical condition or family background as many have complex backgrounds/needs.
- No drinking or eating in front of pupils as many of them are on restricted diets or limited fluid.
- During treatment, children can feel unwell due to changes in blood pressure (headaches, cramps, feeling/being sick).



- Children can tire easily. Please be mindful of their medical needs and do not force work on them.
- Some children are connected by fistula in their arm, so they can only use one arm.
- They are connected to a machine, so movement is limited.
- Make sure iPads and laptops are wiped down after use, using the antiseptic wipes.
- Machines will beep periodically – the majority of the time it is nothing to worry about.
- Take care when plugging in and unplugging laptops.
- Sometimes children maybe in a cubicle. Check with medical staff before entering as the child maybe infectious.
- Move away if doctors arrive to examine or talk to a child.

Classroom 1

- Infection control procedures – always gel hands when entering and exiting ward and between different pupils.
- Speak to ward staff before taking a child up to the classroom and inform ward staff when you return a child.
- Don't discuss medical conditions or home life with the children.
- Make sure iPads and laptops are wiped down after use, using the antiseptic wipes.

Classroom 2

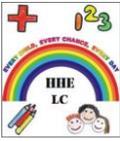
- Infection control procedures – always gel hands when entering and exiting ward and between different pupils.
- Do not discuss anything about their medical treatment, unless asked to by ward staff. Any information that needs to be passed on to us about a patient is handed over daily by ward staff.
- If you are worried that a child has disclosed something, however small, please share it with the other school staff members, as this could be a safeguarding concern.
- Always inform a staff member on the ward if you are taking a child off the ward and coming to school.
- If a child tells you that they feel unwell, please return them to the ward unless the ward staff have asked us specifically to keep the child in school for the entire session.

Staffroom duties/office

- Ask a member of staff to log in for you on the computer to access the shared drive to complete records.
- You will be supplied with a swipe card and a locker key. Please return them to the office when you leave.
- See admin to complete timesheets.
- For long term supply staff, there is a kitchen rota to follow and milk money will need to be paid.

General information

- Infection control procedures – always gel hands when entering and exiting ward and between different pupils.
- Make sure iPads and laptops are wiped down after use, using the antiseptic wipes.
- Please ensure all notes are written up detailing what the children have done that day.
- Ward staff have the best information about patient's fitness for school.
- If you hear an intermittent fire alarm, stay in your area. If you hear a constant fire alarm, make your way to the nearest fire exit.
- If you are unsure about anything, ask a member of medical staff or school staff.



Appendix 4.

CONFIDENTIALITY CODE OF CONDUCT

What is confidentiality?

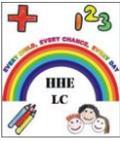
Nottingham University Hospitals, City Hospital Campus, has a responsibility to hold in confidence, any aspect of a patient's visit to the Hospital. Everyone who works in the Health Service has a responsibility to maintain in confidence anything they know about patients. This is very important to patients. If they felt that any aspect of their attendance or care was passed on to someone else then they would lose confidence in the Hospital.

Confidentiality Code of Conduct during work placement:

During the course of your work placement, you will see and hear information concerning the medical or personal affairs of patients and staff. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be divulged or discussed.

The Hospital also has a responsibility to ensure that people who are on work experience understand the need for confidentiality. During your work placement you must be aware of the following:

- You should avoid reading any information which is not relevant to the work placement that you are undertaking:
Example: Patient's medical records
Information contained on computer screens
Names of patients on lists e.g. computer print outs, whiteboards
- Telling others (e.g. friends, relatives, press, etc) anything regarded as confidential that you see or hear is a breach of confidentiality.
Example: You must not inform someone else about a patient attending an appointment or the fact that the person is a patient at the Hospital. To do so would be regarded as a breach of confidentiality
- Passing on any information to anyone, without the permission of the person in charge could be a breach of confidentiality
Example: This includes being asked for information from relatives or Police Officers
- You must not remove from the Hospital, or related premises, any document, which you handle, without permission of the person in charge of the department. This is particularly important if it identifies a patient
- You must not pass on any documentation to another person without the consent of the person in charge of the department.



- You must not pass on any personal information which would identify someone, when answering a telephone, without the consent of the person in charge of the department

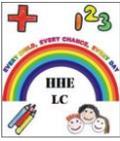
You have a legal responsibility to:

- Ensure that you don't breach confidentiality through careless talk.
- Maintain confidentiality even when you are no longer on work placement
- Treat other people with respect
- Always respect other people's personal information

Once you have read this, you are required to sign that you understand and will abide by this confidentiality code of conduct. Any breach of confidentiality may result in you being asked to leave your placement immediately and may jeopardise the ability of your college to send further candidates on work placement.

I have read and understand the NUH NHS Trust Confidentiality Code of Conduct

Signed.....date.....



Appendix 5.

CONFIDENTIALITY STATEMENT FOR PERSONNEL ON WORK EXPERIENCE

During the course of your placement, you are likely to see and hear confidential and sensitive information particularly in relation to patients and staff. Such information is **STRICTLY CONFIDENTIAL** and unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be disclosed or used for any purpose other than the proper performance of your placement.

Any unauthorised use or disclosure of information would therefore be viewed very seriously and would result in the instant cancellation of the placement and this may jeopardise the ability of your school or college to send further students on work experience.

I certify that I have read the Code of Conduct and the above statement and fully understand the need for confidentiality whilst undertaking work experience.

Signed: Date:

Name: School/College:

BEFORE YOU CAN COMMENCE YOUR PLACEMENT, THIS STATEMENT MUST BE SIGNED AND RETURNED TO:

**JOSH PRESTON
NOTTINGHAM UNIVERSITY HOSPITALS NHS TRUST
CITY HOSPITAL CAMPUS
HUMAN RESOURCES DEPARTMENT
HUCKNALL ROAD
NOTTINGHAM
NG5 1PB**