Defence
Children
Services

Educator induction:
Induction record

Welcome

We offer a range of support to help you in your new position and we strive to provide you with a bespoke induction package. The most important thing about this package is that it is tailored not just to your needs but also those of the school, reflecting the direction that the MOD Schools and Setting leaders wish to take.

The support package has a number of elements and will be carried out by the various members of the School Leadership Team (SLT). The first part of this Induction Document contains an induction check list for all staff. The checklist will help drive the necessary induction meetings and activities.

Although your Line Manager will have overall responsibility for your induction, it is important that you also take responsibility for this and are proactive in setting up meetings and seeking out information. Your Line Manager will organise your induction however, they will be supported by the SLT and the administrative team for different aspects of your induction process. Additional sections are included in this document for various role and depending on your position you may or may not need them as part of your induction.

Mentor

You will be assigned a mentor for their first few weeks as you begin to settle into your school or setting. This will usually be an experienced DCS Schools and Settings member of staff who is available to support you with any question you may have or issues that may arise both in your employment or settling into your new country. How you use your mentor is up to you. They will have experience and knowledge which can be very useful to draw upon.

Induction dates

Activity	Date
First day induction	
First week induction with mentor	
Third week induction	
Final week induction	

Induction checklist

Your Mentor will go through the following with you as part of the induction process. They will 'check' them off of the list as they are shared with you.

Induction area	Check
Personal file with training and mentor information	
Assign a mentor	
Assigned locker (if appropriate)	
Health and Safety booklet	
Gate access / door code to the building	
BromCom account created	
Standard Operating Procedures (SOPs)	
MyConcern account	
School / parent communication account	
Name and details added to Single Central Record	
Signed the Acceptable Use Policy	
Laser short courses account	
Accounts created for school software applications: Library, TT Rock Stars etc	

Probation

All new staff undergo a probation period and the completion of this is recorded on MyHR.

Activity	Date
1st Day of work	
4 month probation	
4 month probation	
6 month probation	

Probation

Item	Information to discuss	Information for…	Line Manager	Employee
Completion of staff information details	• Personal information • Emergency contact • Voluntary medical information (Discuss storing medication). • Bromcom data capture	All staff		
Familiarisation with the building and introduction to staff members	• Introduction to staff members and designated mentor • Fire alarms • Fire exits. • Assembly muster point • Line manager's office • Hand out school building map (including forest/garden school) • Toilets • Staff room • COSHH • Staff sign in procedures	All staff		
Emergency evacuation procedures explained and shown where to find them	• Fire • Round up procedures • Overview of Personal Emergency Evacuation Plans (PEEPs) are • Operation Wide Awake • Earthquake drill (if applicable)	All staff		
Staffing structure and explanation of initial role within the staffing structure	• Look at the staffing organisational chart - Discuss the different admin roles and their overall responsibilities	All staff		
Safeguarding	• Level 1 Induction Course • Safeguarding policy and KCSIE (latest) • Brief induction to MyConcern • DSL and DDSL introductions	All staff		
Disqualification by association (Declaration request)	• Complete the form provided in the staff file - Management to check the responses given	All staff		

Item	Information to discuss	Information for…	Line Manager	Employee
Child to staff ratios	• 0-2 = 1:3 • 2-3 = 1:4 • 3-5 = 1:8 • L6 qualification = 1:13 • 5+ = 1:30	• Early Years staff • Key workers • Leaders • Setting manager • Teaching staff		
Essential SOPs explained see 'DCS Expectations'	• Refer to the list of directives on the website and SOPs for the school • Staff Code of Conduct • Confidentiality • Mobile phones and camera • Dress code • Smoking SOP • Whistleblowing • Use of social networking • Acceptable use of ICT.	All staff		
Sickness and absence	• Procedure if unwell • Self-certified sickness and Fit to Work Note. • Return to work discussion on return	All staff		
Keys	• Signing in and out of keys	• Class teachers • Leaders		
Staff and children's emergency contact Info	• Where information is stored. • Personal information only removed from the building on evacuations and outings	• Class Teachers • Leaders		
Summary of learnig platforms	• Learning Journey online platform. • Login on iPads. • Used to record observations/photos. • Parent communication.	• Class teachers • Key workers • Leaders		
Battle rhythm	• SLT meetings • Whole staff meetings • Key stage meetings (including internal moderation)	• Class teachers • Key workers • Leaders		

Item	Information to discuss	Information for…	Line Manager	Employee
Extra-curricular activities	• Discuss extended learning on offer and if the member of staff would like to run an activity	• All staff		
Communication	• Line-management chain for how to seek advice • Respect GDPR and Confidentiality • Work emails and the VPN	• All staff		
Telephones	• Location of telephones • Location of info showing Ext. and emergency contact numbers • Dialling out	• All staff		
Fire extinguishers	• Where they are located	• All staff		
First aid box	• First aiders and where to find them • Location of first aider list • Inform admin if running low on supplies	• All staff		
Accident incident pre-existing injury form	• Explain process for accident, incident and pre-existing injury forms. • Book in on calendar for MyConcerns training on 3rd week of induction. Discuss purpose of MyConcerns • Locating Forms • GDPR • Safeguarding	• All staff		
Fire alarm test	• How often they occur • Their role in the event of a fire alarm • PEEPs	• All staff		
Lighting	• Reception light switchboard • Location of emergency lighting switch key	• All staff		
Visitors	• Do not share gate code to others • Do not let people into the building that you do not know • All visitors should be escorted and not left alone at any time • Visitor lanyard must be worn. • Sign in/out at reception procedures • Emergency contact must provide a password if picking up a child	• All staff		
COSHH	• Location of stores • Roles of the cleaner and how they support us. • PPE supplies	• All staff		
Risk assessments	• Discuss the types of risk assessments and where the information can be located	• All staff		

Item	Information to discuss	Information for…	Line Manager	Employee
	• Classroom risk assessments • Outside risk assessments • Educational visits risk assessments • Equipment risk assessments • Garden / jungle / forest / beach schools risk assessments			
Classroom registers	• Show an example and explain • Discuss the protocols • Numbers are checked by data admin by AM & P. • Who to notify if children are absent. • BromCom. What it is (Data, digital register) and book training with data admin as required • Admin will email log in information	• Those responsible for attendance. i.e. class teachers and leaders		
Reporting and removing broken equipment	• Remove from the area if possible/ section off • Report to the site manager immediately	• All staff		
Clear access routes & trip hazards	• Complete a dynamic risk assessment • Report hazards to the site manager • Remove any hazards where possible or section off areas	• All staff		
Visual checks of electrical equipment	• Complete a dynamic risk assessment • Report hazards to the site manager • Remove any Hazards where possible or section off area • Switch off appliance	• All staff		
Intimate care	• Intimate care directive	• Early years staff		
SEND	• Meeting with DHT (SENDCo) arranged • Notify of any children with any special educational needs within the room / classroom and methods of supporting their individual needs. • SEND Directive • What to do if you have a concern about a child	• All staff		
Dietary and medical needs	• Administering Medicine SOP • Must complete daily medication form and stored securely (found in admin office/ reception)	• All staff		
Learning and teaching	• Share DCS learning and teaching policy	• Class teachers		

Item	Information to discuss	Information for…	Line Manager	Employee
		• Leaders		
Curriculum	• Share DCS Curriculum policy • Share local policy and procedures for curriculum • The library system (as applicable) • Forest schools (as applicable) • Gardening schools (as applicable)	• Class teachers • Leaders		
Parent communication	• Communication books for any child who needs them	• All staff		
Routines and systems	• Bus procedures	• All staff		
Promoting positive behaviour	• Behaviour policy and procedures	• All staff		
IT	• Leader to request new IT log in and email for new CT - Log in for all subscriptions	• All staff		
Transition for pupils into and out of the school / setting.	• Transition Directive • Transition SOP for when a child arrives into the school (preparation before) and for when a child leaves (preparation for child leaving)	• All staff		
Parent meetings	• Rewards for children and discussions with parents on an ad hoc basis. • Parent meetings and completion of parent meeting forms	• Teaching staff		
School systems cont.	• Monitoring calendar / framework / policy • School / Setting calendar	• All staff		
Assessment	• School's assessment procedures, internal moderation • Pupil Progress Meeting procedures	• All staff		
Meetings	• Attending cluster network meetings, subject leader meetings	• All staff		
Contacts	• Wiring diagram for key contacts in DCS	• All Staff		
CPD expectations	• Discuss the CPD pathway in line with teacher's own career progression	• All Staff		
Resource requests	• Requesting resources • Business cases • Forms to complete • Ad hoc resource request	• All staff		

Head Teacher / Setting Manager induction checklist

Pre employment

Activity	Lead	Date	Notes / issues
Head Teacher / Deputy Head Teacher / Setting Manager has received: • A job description • School prospectus • DCS Prospectus • School improvement plan • Risk Management plan • Self Evaluation form	Asssistant Head ROW / Cyprus		
Identify a DCS induction buddy	Asssistant Head ROW / Cyprus		
Identify a mentor for a new Head Teacher or Setting Manager	Asssistant Head ROW / Cyprus		
Ensure that email account is set up	IT Team		
Ensure that identity, health and DBS checks are complete	Asssistant Head ROW / Cyprus		
Agree an approach to informing stakeholders of the new appointment.	Asssistant Head ROW / Cyprus		
Ensure any critical training is booked for the start term including: • Safeguarding • Mandatory • MOD manditory training	Asssistant Head ROW / Cyprus		
If possible, conduct a hand-over meeting between: • Outgoing Head Teacher / Setting Manager • New Head Teacher and Chair of SGC	Asssistant Head ROW / Cyprus		
Discuss with outgoing Head Teacher the possibility of including the new Head Teacher remotely into meetings and events prior to starting the appointment	Asssistant Head ROW / Cyprus		
Opportunities planned for the Head Teacher to meet remotely with: • SCG members • Staff • Pupils • Parents • Community • BFSWS • Welfare	Asssistant Head ROW / Cyprus		

• PTFA Chair			

Induction checklist

First month and into Terms 1.1 and Term 1.2

Activity	Lead	Date	Notes / Issues
First meetings with School Improvement Advisor to plan induction programme. Including: • Working with the military. • The local context. • HR and employment. • Governance. • Head Teacher Well-being. • OFSTED / RoSE.	SIA		
Ensure Head Teacher has access to the key documents, policies and information.	Asssistant Head ROW / Cyprus		
SIA/EYA briefing planned around possible areas: • Quality of Teaching and learning (including the curriculum) • Personal Development. • Behaviour and Attitudes. • Leadership and Management. • Quality of Early Years/ Post 16 Education. • Disadvantaged premiums. • Closing the Gap. • Data. • Ofsted readiness. • Mitigating mobility	SIA		
Meet UK / District based Leads for: • Safeguarding and the SAFE Team in the UK • Early Years Foundation Stage • Special educational needs and disabilities, • Overseas Educational Supportability Team • Health & Safety - Education Welfare • CPD Team • Property Services • Finance • ICT Team • Recruitment Officer • SHEF Team • Commercial	Team Leaders led by Pillar Heads		
• HT /SM meets with SIA/AH S&S to discuss and set: Performance management objectives • Success criteria • Professional development needs	Asssistant Head ROW / Cyprus		
Regular programme of meetings between HT / SM and SIA established.	SIA		

HT / SM attends local district meetings.	Asssistant Head ROW / Cyprus		

First month and into Terms 2 and 3

Activity	Lead	Date	Notes / issues
Visits arranged to local Schools with host nation following UK curriculum.	Asssistant Head ROW / Cyprus		
Virtual coffee / face to face meeting with other Head Teachers in the district.	Asssistant Head ROW / Cyprus		
Planned professional development activities monitored.	Asssistant Head ROW / Cyprus		
Opportunity for head Teacher to validate school self evaluation with other Head Teachers or advisers/ consultants.	SIA		
Performance review meeting.	Asssistant Head ROW / Cyprus		
Review of first year with District AH.	Asssistant Head ROW / Cyprus		
At the end of the year complete a short report on headteacher induction including headteacher evaluation of induction.	Asssistant Head ROW / Cyprus		

Beyond main induction

Activity	Lead	Date	Notes / issues
HT / SM continuing professional development established.	Asssistant Head ROW / Cyprus		
Continuing opportunity for the HT / SM to maintain a professional dialogue with Mentor.	Asssistant Head ROW / Cyprus		

Probation

If you are new to the Civil Service, you will need to successfully complete a probationary period of 6 months, during which your performance, attendance, conduct and behaviour will be assessed. The assessment is concerned with ensuring you can meet the standards required by HMRC in these key areas. At the end of your first 6 months. Your Line Manager will meet with

you to sign off your probation period (presuming that you have been successful in meeting the statements listed above).