



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

STAFF INDUCTION, TRAINING & DEVELOPMENT POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2024

Next Review: September 2026

Introduction

Staff induction supports all new employees, including those working in the Early Years Foundation Stage (EYFS) and Boarding, to contribute to our educational vision. It is the collective responsibility of all staff to help new colleagues settle in quickly, understand school operations, and embrace the values of Brockhurst & Marlston House Schools.

To assist new staff, the Head of HR and the Designated Safeguarding Lead (DSL) have developed a comprehensive induction checklist, covering essential operational and statutory information, including safeguarding, health and safety, and the Prevent Duty.

Induction Procedures

Formal Programme for Newly Qualified Teachers / Early Career Teachers (ECTs)

ECTs follow the Department for Education (DfE) development programme, culminating in the formal award of Qualified Teacher Status (QTS). The induction period is one academic year for full-time staff, with proportional adjustments for part-time staff.

Formal Programme for ECTs and Experienced Teachers

The new teacher's line manager oversees the induction programme.

Before Appointment:

- The line manager invites the new teacher to the school, providing timetables, schemes of work, the departmental handbook, and other relevant documents.
- The new teacher meets with the DSL and is introduced to the Deputy DSL (see Appendix).
- The new teacher is introduced to department members and may observe lessons.
- The Staff Code of Conduct, term calendar, and other relevant information are made available online.
- The induction programme begins, providing ongoing support and guidance.



First Term:

- The line manager serves as the new staff member's mentor.
- Weekly meetings are scheduled for ECTs; experienced teachers meet fortnightly if needed.
- The line manager observes the new teacher's lessons within the first few weeks and provides feedback.
- The new teacher's marking, timekeeping, and organisation are monitored.
- The line manager or new teacher alerts the Head to any issues before the first half-term ends.
- A second lesson observation is conducted within the first term.
- The teacher appraisal process begins.

Second & Third Terms:

- The line manager holds formal meetings with the new teacher to set targets and arrange training as needed.
- A lesson observation is scheduled.
- The Head confirms the teacher's appointment based on the line manager's recommendation.

Safeguarding Training

All new staff, including EYFS and boarding staff, receive safeguarding training as part of induction. This includes:

- The school's Safeguarding and Child Protection Policy
- The role of the DSL and Deputy DSLs
- Key responsibilities under Keeping Children Safe in Education (KCSIE), including mandatory reading of Part 1
- Understanding and fulfilling the Prevent Duty
- Recognising signs of abuse or neglect, including specific vulnerabilities of early years and boarding pupils
- Whistleblowing procedures

Training is updated annually and reinforced through regular briefings and INSET sessions.

Boarding Induction (if applicable)

Staff involved in boarding duties receive specific training on:

- The ethos and responsibilities of boarding provision
- Supervising pupils out of school hours
- Night-time routines and emergency procedures
- Responding to pastoral concerns and disclosures outside school hours
- Boundaries, confidentiality, and record-keeping in a residential context

This meets National Minimum Standards 14 and 15 for boarding schools.



EYFS Training and Development

Early Years staff receive:

- Tailored safeguarding training aligned with EYFS requirements
- Professional development to enhance children's learning and welfare
- Supervision meetings for coaching, discussion, and reflection
- Regular observations within the first four weeks and every four months after six months of employment
- Appraisals that align with the school's wider professional development cycle

Health & Safety & Fire Awareness Training

Brockhurst & Marlston House Schools provide comprehensive induction training in health and safety, including:

- Fire awareness and evacuation
- Manual handling
- Working at heights
- Risk assessments
- First Aid
- Minibus driver training (for trip leaders)

These responsibilities are overseen by the Bursar and Head of HR, in conjunction with the Deputy Head.

Fire Evacuation Training

All staff receive training in emergency procedures, including the location of fire exits, escape routes, and assembly points. Fire action notices are clearly displayed around the school.

Accessing & Managing School Records

Training is provided to all new staff on:

- Use of school databases
- Marking policies and assessment protocols
- Report writing and parent communication procedures
- Maintaining confidentiality and data protection

This training is led by the Deputy Head and Director of Studies.

Accessing Relevant Training Courses

- General CPD courses are available via IAPS, SATIPS, and other professional networks.
- Bespoke training is recommended by the SLT, Head of HR, or individual line managers.
- Staff may submit CPD requests via the Staff Google Classroom.

Appendices

1. Induction Checklist (including safeguarding, Prevent, EYFS/boarding specifics)