



Eynesbury C.E. (C) School
Montagu Street
Eynesbury
St. Neots
Cambs. PE19 2TD

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Headteacher - Mrs A Brown
Deputy Headteacher - Mrs C Truman

Non-teaching staff induction meeting

Name: _____

Role in school: _____

Date of Induction: _____

Induction mentor: Caroline Truman

Role of mentor: Deputy Headteacher

Our commitment to you as a member of staff, volunteer or visitor is to ensure that you are happy in the knowledge that you have been advised of policies and practices that are in operation at Eynesbury Church of England Primary School.

This induction process has been developed to familiarise you with the key areas as they are relevant to you and your specific role in the school. The initial induction meeting will last about two hours.

Should further time be required to complete the induction process, this will be arranged as soon as possible after the initial meeting and certainly within five days of the first meeting.

You will be asked to verify at the end of the meeting(s) that you have been advised about the key areas discussed and reviewed.

It is, of course, possible to have further discussions should you think of anything that needs clarification after the induction meeting(s).

Thank you.

Alana D Brown
Headteacher

Document/ policy/ practice	Copy provided / discussed (Please tick where appropriate)	Not relevant in my role at Eynesbury Church of England PS (Please tick where appropriate)
General Information:		
Tour of the school	Carried out:	
Security as a general issue (incl access)	Discussed:	
Name of mentor who will support you: (Class teacher(s) you will be working with)	Provided:	
Policies and procedures		
Adult volunteer policy	Provided	
Confidentiality	Discussed	
Behaviour Policy	Provided	
Safeguard and Child Protection Policy	Provided	
KCSIE	Provided	
This section relates to Child Protection. I have been informed about:		
What we know		
The four categories of abuse		
Staff responsibilities in Child Protection		
What to do if a child makes a disclosure		
The Designated Safeguard Lead is Alana Brown		
The Deputy Designated Safeguard Leads are Caroline Truman and Mandy King		
The following policies are available on the Volunteering at Eynesbury School tab on the school website.		
<ul style="list-style-type: none"> • Whistleblowing • Prevent • KCSIE 2020 • Guidance for Safer Working Practises for Adults who work with Children and Young People in Education Settings • A link to GDPR regulations and Data protection • Staff Code of Conduct 		
Fire Drills	Discussed:	
Emergency details		
Emergency details	Received:	Date:
AUP	Received:	Date:
KCSIE Part A	Received:	Date:
GfSWP	Received:	Date:

Any further comments/issues/concerns:

Signed: _____ (Volunteer) Date: _____

Signed: _____ (Induction mentor) Date: _____