

Northumberland Pupil Referral Unit – Staff Induction

Northumberland Pupil Referral Unit want to ensure that every new staff member is prepared and adequately inducted into the school environment. It is imperative that all new staff are fully aware of the strategic and operational running of the school.

Staff name: _____ **Role:** _____

Start date: _____

AREAS COVERED	RELEVANT POLICY GIVEN	√
General Information: PRU purpose, structure, expectations, routines.	(Handbook – not available yet) Website	
Safeguarding/CP/Health & Safety: Designated Persons, reporting procedures, CPD Training, office routines.	Safeguarding/CP Policy Portfolio on website	
School Policies & County Documents: PRU website – curriculum & general policies, NCC website.		
Admin & E Safety: Staff share/electronic files, AUP, tasks & responsibilities, placement overview, record keeping, SEND.	E Safety Policy Acceptable Use Policy	
Teaching, Learning & Assessment: Planning, marking, topics, homework, Primary Assertive Mentoring, Reintegration Readiness Scale, pupil continuum, reports.		
Performance Management: Appraisals, observations, learning walks, School Development Plan.		
Supervision: Line management, appraisals, support.		
Looked After Children: LAC & PEP reviews.		
Behaviour Management: Discipline, good order, barriers to learning, token economy, pastoral support.	Behaviour Policy	
Use of Force/Touch: Government guidelines, PRU policy, strategies, support, reporting & recording, CCTV. Physical Intervention training (MAPPA)	Use of Force Policy Touch Policy	Date:
Continued Professional Development: INSET days, twilight sessions, SIP clinics, NCC required learning.		

I have received the initial induction information and understand that it is my responsibility to read all policies, information and associated appendix/protocol documents. I know who the Designated Persons are in school.

To be completed by (date) _____

If further information is required please complete the box below.

Questions/queries	Response to request/action taken/signposted to:

I am confident in my understanding of the above named policies and I know where I can find any other information that I may need.

Signed _____

Date _____

SIGNPOSTING TO POLICIES

1. **General Information** – set up in September 1998 for pupils at risk of permanent exclusion or have been permanently excluded. Students now range from Year 2 – Year 9. Notional placement of 20 weeks (24 if EHCP assessment). Aim is to integrate back to mainstream school but if that is not possible, transition to an alternative provision. 16 permanent staff & 3 supply TAs. Keyworker partnerships – teacher & HLTA. Expectations of all staff – team work, respect, confidentiality, support to colleagues, courteous, discipline, modelling good practice, social skills, noise levels (library), and body-language. Daily routines – timetable, working hours, supervision, conduct around the building.
2. **Safeguarding/CP & Health & Safety** – designated persons, reporting procedures, cause for concern – what to do, what not to do, vigilance & the whole picture. CPD – essential training. H & S responsibilities, adhering to protocols & procedures (fire drill), reporting & recording accidents, first aid. Office Management.
3. **Admin & E Safety** – acceptable use, induction, staff share – electronic files, information security awareness, record keeping, and confidentiality. Teacher & TA tasks & responsibilities. Pupil placement overview. SEND pathways. Pastoral & Curriculum files. Individual risk assessment.
4. **Teaching, Learning & Assessment** – PRU curriculum, medium term & individualized planning, differentiation of work, marking policy, homework. PAM – coaching, assessment grids, progress. Moderation. Reintegration Readiness Scale. Profiling – pupil continuum, boxall, EHCP assessments. Reports. School Development Plan.
5. **Looked After Children** – need PEP before admission, LAC reviews, PEP reviews.
6. **Behaviour Management** – discipline, good order, consistency, library feel. De-escalation techniques/strategies, barriers to learning, smart targets, token economy system, sanctions. Pastoral Support Team. Academic & behaviour interventions.
7. **Use of Force/Touch** – physical intervention as a last resort, de-escalation, time-out, change of face, removal of rest of class. Team teach training. Support from other staff, CCTV, personal safety. Reporting & recording incidents. Complaints. Touch policy – side hugs, be aware of child's background – may react to any type of touch.
8. **School Policies & County Documents** – direct to school website for all other PRU policies (curriculum & general) & NCC website for staff resources & documents.
9. **Continued Professional Development** – INSET days, twilight sessions (to commute days set in holiday time). SIP clinics – reactive training/discussion around issues that arise during that fortnight, if no issues – a set list of teaching & learning points to be worked through. NCC required learning – enrolment on e-learning pool, list of online courses that are mandatory for all NCC staff.