

## ***Induction - Welcome pack & plan***

***Thank you for joining our school.*** Greenside is a Hertfordshire County Council, special school catering for 174 learners aged 2-19 years, who have a severe or profound learning difficulties, each has an Education, Health, Care Plan (EHCP). Learners attend from 9.00 – 3.25. Staff meetings and training is held on Wednesdays from 3.30. The school's Staff Handbook is available on the school's website [www.greenside.herts.sch.uk](http://www.greenside.herts.sch.uk) and provides a comprehensive A-Z of the school.

The majority of learners do not have an understanding of danger, many experience difficulties when making transitions. To reduce risk and manage transitions, access control systems are used throughout the school, the codes are frequently changed – please ask colleagues in the area for help. There are 5 areas:- Rainbow; Meadow; Orchard; Woodlands; Preparing for Adulthood (PfA). These reflect learners' chronological age, as well as their social, physical, emotional and cognitive needs. Each of these areas is very different and it is therefore the case that induction not only applies to those who are new to our school but also to those who are moving between different areas of the school. Colleagues may transition between different areas of the school at any time and it is therefore imperative that they receive appropriate induction in a timely manner.

The majority of provision for learners in Key Stages 3 and 4 is colocated with Barnwell Middle School. In addition, Greenside has 2 teaching resources at The Hyde shopping centre, including a social enterprise (The Greenside Studio). These are used by learners in the school's Preparing for Adulthood area. In partnership with North Hertfordshire College (NHC), Greenside has a post 19 provision for students with profound and multiple learning difficulties (PMLD), this is called 2Learn. At Greenside we strive to deliver a creative, relevant and highly personalised curriculum that empowers each learner to achieve a fulfilled future. Greenside provides a curriculum tailored to the learning, emotional, sensory and physical needs of each young person. This is described as "My Curriculum." There are 4 main areas of learning: My Body; My Communication; My Thinking; My Wellbeing. We believe in the concept of lifelong learning and the idea that both the adults and learners learn new things every day, this is reflected in the mission statement: ***Learning Achieving Together***

The school has a team of first aiders, please inform them if you have any allergies. We subscribe to a well-being service for all staff (download the SAS wellbeing app for more information).

There is a staff car park at the end of Shephall Green, staff may park in front of the school between 9.30 and 2.45. Colleagues are asked not to park on the lower part of Shephall Green. Tea and coffee is available in the staff room.

# Personal Training Plan

**Name of new starter.....**

**Date started at Greenside .....**

*This check list is kept and maintained by the new starter. It should be made available to the line manager overseeing the induction programme when requested.*

**Key...**

❖ = safeguarding

**Green = Parts 1 & 2 must be completed by all new starters (including volunteers and governors)**

**Blue = Parts 3 – 4 must be completed by all class staff**

**Yellow = Part 5 other for class staff training**

Part 1 - Before starting	
Aspects covered	Date / Understood
❖ meeting with a member of the safeguarding team	
❖ read child protection and safeguarding policy	
❖ Keeping Children Safe in education (KCSIE) document and training	
❖ E-policy / Data protection ( <i>including use of social media</i> ) explained and shared	
❖ Whistle Blowing / Staff conduct policies explained and shared	
Watch moving and handling introduction video	
Orientation tour of the whole school, explanation of the organisation	
Time to read therapeutic approach information (written)	
Introduction to people who could help: staff reps and wellbeing team	
Staff Handbook / Probationary Policy / school website and social media shared	
Part 2 - First Week (5 working days)	
Health and safety meeting ( <i>including fire procedures / alarms – pool and barn</i> )	
Therapeutic approach to behaviour: guidance + meeting with member of the behaviour team	
Prevent video	
Part 3 – First Month (4 working weeks)	
Medical needs - video	
Supported eating - video	
Introduction to Augmentative and Alternative Communication (AAC)	
Swimming pool training (if applicable)	

<b>Part 4 – First Term</b> <i>(10 working weeks)</i>	
Therapeutic Thinking <i>(previously known as Step – On)</i>	
First aid	
Supported eating – training	
<b>Part 5 - Other training</b> <i>within the first 12 months training may include:-</i>	
Moving and Handling course	
Epilepsy	
Introduction to phonics	
Intensive Interaction	
Attention Autism	
Tac-Pac	
British Sign Language (BSL)	
ELKAN (communication)	
Multi-sensory room	
<i>Other (please list)</i>	

## Site map (1<sup>st</sup> page Rainbow / Meadow; 2nd. Orchard 3rd PfA 4 Buttercup class)







