

2018 -2019

Potential in Everyone Academy Trust
CEO – David Whitehead



INDUCTION POLICY

September 2018

Committee	Finance and Staffing
Approved on	01/09/2018
New Review date	01/09/2020

Associated Documentation	
Probationary Period Policy	
Appraisal Policy	
Trust Code of Conduct	
Pay Policy	

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Part A – Policy

1. Policy Statement

This procedure applies to all new employees of Potential in Everyone Academy Trust. It applies equally to permanent, fixed term and temporary employees. It also applies to volunteers, agency staff, directors and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

As a primary only mixed Church of England Trust with both Church of England and community schools there is a commitment to our key moral purpose of ensuring every child meets their full potential through positively promoting Christian and British values. We believe that by creating a fair and transparent induction policy, it will enable all staff to be recognised for their contribution in enabling the Trust to provide outstanding outcomes for all children.

In Potential in Everyone Academy Trust, we are committed to an effective induction and probation for staff as the best opportunity to ensure new employees are clear about their role and management expectations. A probationary period is the formal period of time in which an employee, with the support of management, must demonstrate their ability to perform all the functions of their new role.

The first weeks and months are vital to the success of any appointment. The main purpose of induction, and of this policy and procedure, is to outline the arrangements made for introducing a new employee, volunteer or governor to the duties of the post, to the school(s), and to provide the foundation for successful and safe contribution to the Trust. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the schools' culture, ethos and working practices effectively and efficiently to enable them to become quickly knowledgeable and confident. The Induction Programme should be cross referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate. It should be read in conjunction with the Trust's Probationary Period Policy.

This policy sets out the guidance to support managers in having a clear process for taking staff, governors and volunteers through their induction and to advise managers what information to include

A manager should be appointed well before the starting date to plan the induction programme and supervise the new employee or support a new governor or volunteer. Staff should be taken through a formal probation period.

Volunteers and governors will also require an effective induction. Like staff they need an appropriate induction so they know what to do in an emergency or if there is a safeguarding issue. They will also require, like all staff clear guidance on what steps to take to avoid putting themselves in a situation when malicious allegations could be made against them.

2. Scope of the Policy

This policy and procedure applies to all Employee of Potential in Everyone Academy Trust.

3. Adoption Arrangements and Date

This policy procedure was adopted by the Board of Directors of Potential in Everyone Academy Trust on 1 September 2018 and supersedes any previous Induction policy.

This policy procedure will be reviewed by the Board of Directors every two years or earlier if there is a need. This will involve consultation with the recognised unions.

4. Responsibilities of the Trust

The induction process will:

- Provide information and training on the Trust/school's policies and procedures
- Provide Child Protection training and assess its effectiveness
- Provide General Data Protection Regulation (GDPR) training
- Provide Health and Safety training
- Enable the colleague to contribute to improving and developing the overall effectiveness of the Trust/school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the Trust/school's Code of Conduct to ensure that all new staff, volunteers and governors understand what is expected of them and gain support to achieve those expectations
- Identify and address any specific training needs
- To ensure staff induction accurately recorded, monitored and reviewed effectively, via six monthly reporting to the Finance and Staffing Committee

The induction programme may include:

- A meeting with the Headteacher or other senior member of staff
- A meeting with a governor
- Signposting to a list of essential of the policies, procedures and training to be covered
- Receiving copies of essential documents relating to the role
- An induction timetable
- Details of help and support available
- Details of work shadowing, if appropriate
- A diary of induction/probation meetings
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor, *coach* or supervisor
- Allocation of a 'buddy'/mentor

5. Responsibilities of the Employee

- To fully engage with the induction programme
- To complete all identified induction training
- To make line manager aware of anything that is not fully understood
- Read all essential policies and procedures and endorse with signature that this has been completed
- To prioritise probationary period meetings

6. Induction Monitoring

In order to manage induction effectively the Trust will record, monitor and review this on a whole Trust basis. Any data gathered will not identify individual Employees.

Part B – Procedure

7. Management and Organisation of Induction

Responsibility for Induction:

- Headteacher and Lead Family Support and Well-being Officer are responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.
- Headteacher and Lead Family Support and Well-being Officer responsible for the overall management and organisation of induction of volunteers

- Headteacher and Lead Family Support and Well-being Officer are responsible for the overall management and organisation of induction of Governors

The person responsible for induction will:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice. If available a map of larger schools can be helpful.
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

8. Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- A training timetable which includes Child Protection, GDPR and Health and Safety
- A checklist of the policies and procedures
- Details of help and support available
- A diary of meetings
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor
- Term dates and CPD calendar

Induction programs should be tailored to specific individuals. Areas that should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by Headteacher and Lead Family Support and Well-being Officer. This should include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources by Headteacher and Lead Family Support and Well-being Officer. This should include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook
- School Prospectus
- Policy documents, including School Improvement/Development plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,

- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables,
- SEN information
- EAL information
- Curriculum Map
- Details of Pupils especially any specific care needs
- Pupil's IEPs/GEPs and how to access relevant confidential information on Statemented pupils
- A copy of their job description
- Teachers names and corresponding classes
- For more information on the effective use of Teaching Assistants please see http://www.egfl.org.uk/categories/career/progression/dev_supportstaff/learningsupport/Effective_deploy ment_of_teaching_assistants.html

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by Headteacher and Lead Family Support and Well-being Officer. This should include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training
- A copy of their job description

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by Headteacher and Lead Family Support and Well-being Officer. This should include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training
- A copy of their job description

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by Headteacher and Lead Family Support and Well-being Officer.

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training
- A copy of their job description

Governors/Directors/Members

All new Directors/Members/Governors should be given appropriate induction advice, training and resources by Headteacher, Lead Family Support and Well-being Officer, Trust Chair/Chair of Local Governing Body as appropriate and Trust Clerk. This will include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochure including staffing, Ofsted and school performance data
- DfES information on the role of governor
- Trust Policy documents.
- Dates and times of Directors/Members and Local Governing Body meetings
- Access and information of relevant previous governor body minutes,
- Latest relevant governor reports to parents and school newsletters.
- Information and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by Headteacher and Lead Family Support and Well-being Officer. This should include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct

Centrally based staff

All new staff should be given appropriate induction advice, training and resources by CEO and Lead Family Support and Well-being Officer. This should include:

- Safeguarding children and children protection
- Health and safety
- GDPR
- Fire and emergency procedures
- First aid
- Code of Conduct
- Relevant Trust policies and documents, including Trust Business Plan
- Staff Handbook
- Trust administrative systems and procedures
- Specific job related training
- A copy of their job description



Appendix A: Induction Programme for New Employees

The programme below provides a basic induction programme for all new employees. It should be tailored by the line manager to take into account specific requirements of the individual and the role they will be undertaking and training and development needs identified through the probationary period process should be fed into this.

Employee Name:	
Job Title:	
Line Manager:	
Start Date:	

Tasks to be completed prior to the new employee start date

Task	Responsibility	Date Completed
Letter confirming joining instructions		
Application form signed (if electronic) and photographic ID seen		
Request two references		
Disclosure and Barring Service (DBS) check		
Set up email address		
Set up IT username and password		
Order and set up laptop (if appropriate)		
Order and set up mobile phone (if appropriate)		
Order ID Badge		
Set up payroll record		
Contract signed and returned		
Email existing staff to advise them of the new starter, what role they'll fulfil and some basic background information (professional).		



Appendix B: General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

Employee Name:	
Job Title:	
Line Manager:	
Start Date:	

Induction Element	Responsibility	Date completed
Day One		
Introductions <ul style="list-style-type: none"> • Meet Induction Co-ordinator • Introduction to Senior Colleagues/Mentor • Tour work area & introduction to work colleagues and work area • Location of facilities – toilets etc • Arrangements for breaks and lunch 		
Organisation <ul style="list-style-type: none"> • Organisation Chart • Introduction to staff • Timesheet completion • Annual leave sheet (if all year round) • Diary management • Introduction to computer system • Telephone System & arrangements for personal calls • Introduction to Trust/whole school policies 		
Culture & Values <ul style="list-style-type: none"> • Trust Background • Trust/School Vision and Values • Expectations during school visits 		
Terms & Conditions <ul style="list-style-type: none"> • Outline specifics of role • Staff Handbook (including where all policies can be located, absence reporting, policy on mobile phones and business driving etc) • Break arrangements • Holidays • Hours of work • Dress code • Trust Code of Conduct 		

Induction Element	Responsibility	Date completed
Health & Safety <ul style="list-style-type: none"> • Emergency exits • Evacuation procedure • First Aid facilities • Health & Safety policy and personal responsibilities • Accident Reporting • Lone working • Smoking policy 		
Financial <ul style="list-style-type: none"> • Pay date and method • Mileage and expenses claims including deadlines • Benefits 		
Training & Development Provide employee with training programme for at least their first week of employment.		
General Data Protection Regulation <ul style="list-style-type: none"> • Outline the employee's responsibilities under the General Data Protection Regulation (GDPR) • Employee to undertake school's GDPR awareness training • Highlight the following GDPR policies: <ul style="list-style-type: none"> ○ Privacy Notice ○ Subject Access Request procedure ○ Data Breach procedure ○ Data Records Management & Retention policy ○ Bring Your Own Device policy ○ IT Usage Agreement ○ Third Party Requests for Information Process ○ Confidentiality Agreement 		
Safeguarding <ul style="list-style-type: none"> • Appropriate ways of working with children • Trust's Safeguarding and Child Protection Policy • Key points from Keeping Children Safe in Education 2018 Nominated Safeguarding Officers and responsibility/procedure for reporting concerns		
Absence Reporting <ul style="list-style-type: none"> • Employee's responsibilities for notifying absence 		

Tasks to be completed during Week One

Task	Responsibility	Date Completed
Probationary Period <ul style="list-style-type: none"> • Introduce probationary period and set up all 3 review meeting dates 		
Organisation <ul style="list-style-type: none"> • Planned meetings with key people • Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator 		
Health & Safety <ul style="list-style-type: none"> • Work Station Assessment (if office based) 		
Training and Development <ul style="list-style-type: none"> • Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs 		
Contracts <ul style="list-style-type: none"> • Ensure Employee signs and returns contract of employment 		

Tasks to be completed during remainder of induction period (to be completed in conjunction with Probationary Period Review Forms

End of week 6	Responsibility	Date completed
<ul style="list-style-type: none"> • Meet with Induction Co-ordinator and review progress. • Agree action plan to deal with outstanding items 		
End of Three Months	Responsibility	Date completed
<ul style="list-style-type: none"> • Meet with Induction Co-ordinator to determine whether Induction Programme is meeting needs or if there are any outstanding items. • Discuss probation and whether any adjustments need to be made • Agree an action plan to deal with any outstanding items 		
End of Five Months	Responsibility	Date completed
<ul style="list-style-type: none"> • Meet with Induction Co-ordinator to determine whether Induction Programme is complete or whether the probationary employee is to be kept on, dismissed or offered extended probation where the contract permits. • Shred the DBS copy • If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role 		

Policies and Procedures	Responsibility	Date completed
<p>Health and Safety. This will include:</p> <ul style="list-style-type: none"> • Provision of or reference to the location of the school policy. • Information and training in relation to the employee's responsibilities 		
<p>Data Protection</p> <ul style="list-style-type: none"> • Data Protection (inc GDPR) • Acceptable Use Policy 		
<p>Fire and emergency procedures: This will include:</p> <ul style="list-style-type: none"> • Location of school/building Fire Safety Manual • Fire Action and other fire notices, • Location of firefighting equipment, • Means of raising the alarm including the position of fire alarm points (i.e., break glass units), • Fire evacuation procedure and means of escape, • Fire assembly points, • Times of fire alarm sounder tests, and • Any other relevant information. • Further training may be necessary depending upon the responsibilities of the post holder 		
<p>First Aid - This will include:</p> <ul style="list-style-type: none"> • Location of first aid provisions, • Location of notices bearing details of qualified First Aiders, • Means of obtaining first aid assistance, • Any other relevant information. • Policy on providing first aid for pupils • Further training may be necessary depending upon the responsibilities of the post holder 		
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p>		

Policy and procedures relating to Probationary Period		
Policy and procedures relating to Discipline and Conduct		
Policy and procedures relating to Absence and Ill Health		
Policy and procedures relating to Special Leave		
Policy and procedures relating to Appraisal		
Policy and procedures relating to Trust Code of Conduct		
Policy and procedures relating to Health and Safety		
Policy and procedures relating to Data Protection		
Policy and procedures relating to Pay		