Induction Policy & Procedure

November 2023

Signed (Chair Trustees):	
Date:	**November 2023**
Date of Review:	November 2024

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved.   This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

Section 1   Outline of Policy

1.   Introduction

1.1   This policy is applicable to all staff who join the Trust other than Early Career Teachers who are subject to their own induction programme. (Induction for ECT – DFE statutory guildance)

1.2   This policy will provide guidance for the Head teachers/ Head of School (or the nominated management representative) to ensure that new staff are provided with effective support so that they can fully meet the requirements of their job.

1.3   This policy is separate to the support staff probation policy and the Line Manager should be following both policies when a new member of support staff starts at the school.

2.0   Scope

2.1   This policy applies to all school-based employees on permanent, temporary and fixed-term contracts.

2.1   This policy does not apply to Early Career Teachers who are covered by the Early Career Teachers Regulations.

3.0   Aims of the policy

3.1   This policy and procedure aim to give flexibility to managers to meet the needs of different employee groups and to introduce them in to their area of work.

3.2   The employee induction programme is designed to help employees become effective quickly and easily by:

   a)   Familiarising themselves with the school's ethos and values.

   b)   Helping them to develop the required skills and knowledge needed to do their job.

   c)   Being clear about their roles and responsibilities

   d)   Ensuring they are aware of the school's key policies and procedures.

3.3.1   The employee induction programme is designed to support the manager in inducting the employee in to the team by:

   a)   Improving morale, motivation and performance

   b)   Allowing managers to delegate, freeing time for key management activities.

c) Acting as a control measure in reducing the likelihood of accidents, preventing injuries and associated costs.

4.0   Key principles

4.1   At this School we believe that effective induction is one of the best ways to welcome and integrate new members of staff to the school, thereby ensuring that they settle in and are able to work effectively and efficiently as quickly as possible.

4.2   All employees will be encouraged to ask questions before their induction is concluded and to identify any reasonable adjustments they may have.

5.0   Roles and responsibilities

5.1   Head teacher/ Head of School and HR Manager (or nominated representative)

5.1.1 It is the Head teacher/ Head of School's and HR Manager isresponsibility to ensure that an effective induction takes place for a new member of staff. The Head teacher and HR Manager will be accountable for the member of staff concerned, from the pre-employment stage through to greeting on the first day and ensuring all areas on the Induction Checklist (see appendix 1) are covered and understood by the end of the Probation or induction period.

5.2.   New member of staff

5.2.1 The new member of staff must ensure that they fully participate in the induction process and work with the Head teacher/ Head of School and HR manager to complete all the requirements listed on the Induction Checklist.

Section 2   Outline of the Procedure

1   Induction programme

1.1   Prior to start date

1.1.1   Prior to employees first day ensure that the following recruitment checks have been completed:
- a) Right to work in the UK
- b) 2 references
- c) DBS check
- d) Medical clearance
- e) Qualifications confirmed

1.1.2   The new staff members will also have received and/or completed and signed the following:
- a) Confirmation of employment letter
- b) Code of Conduct
- c) New starter paperwork
- d) Employment Contract (this will be sent four weeks after start of employment)
- e) Safeguarding declarations

1.2   First Day

1.2.1   Every effort should be made for the new member of staff to be greeted by the Head teacher/ Head of School on their first day, who should then introduce them to their Line Manager, and other relevant staff, as soon as possible. It will sometimes be appropriate to arrange for a later start time than normal so that sufficient time can be devoted to welcoming the new member of staff. The School's HR Manager will also welcome the new member of staff.

1.2.2   Once initial introductions have been made the Headteacher/ Head of school or HR Manager (or nominated representative) should:
- a) Give the new member of staff an Induction pack and arrange to go through this with them.

- b) Ensure the new member of staff feels welcome and at ease quickly.

- c) Organise a tour of the building pointing out toilets, emergency exits, places to eat and rest, and where possible arrange for someone to accompany the newcomer to lunch.

- d) Provide basic employment information including probationary requirements (see the Probationary Policy).

- e) Present an overview of the school and its ethos.

- f) Point out Health & Safety Procedures, fire exits, and drills.

- g) Complete the school's induction checklist with them (see appendix 1).

1.2.3   At the end of the first day review the checklist with the new member of staff, answer any questions and explore any concerns that they may have.

1.3   First Week

1.3.1   During week one the Headteacher/ Head of School or HR Manager (or nominated

representative) should ensure that the new member of staff has all the relevant information and support for the commencement of their new role.

1.4   First Month (for staff subject to probation only)

1.4.1   By the end of the first month, it is essential that the new member of staff has had an opportunity to fully understand the requirements of the role, and all the areas detailed above have been completed, and understanding checked with the Headteacher/ Head of School or HR Manager (or nominated representative).

1.4.2   As part of the 1st month review the Headteacher/ Head of School or HR Manager (or nominated representative) should:

a) Set and agree expectations regarding standards of work and performance (see probation target setting form appendix 2)

b) Outline any responsibilities they may have in the School's Development Plan and how the role of the individual fits with "Keeping Children Safe".

c) Ensure that staff member is competent in meeting the expectations of the role.

d) Familiarise the member of staff with the specific aims, practices, and policies and procedures within the school.

e) Arrange mentor/buddy for newcomer if felt appropriate.

1.4.3   It is also essential that objectives and expectations are agreed and set for the performance year in order that the new member of staff has sufficient opportunity to discuss training and development needs and set and follow an effective plan of work (objectives and expectations should be set taking into account the relative position on the performance management calendar).

1.4.4   In line with the Probation Policy for support staff, the Headteacher/ Head of School (or nominated representative) will hold a 1 month review to formally discuss the new employee's performance with them. The outcome of this review will be recorded on the probation assessment form.

1.5   Third month

1.5.1   The Headteacher/ Head of School or HR Manager (or nominated representative) must ensure that the member of staff meets regularly with them to discuss any issues they may have and review progress. Proper support in the early stages of employment will ensure staff retention and assist the newcomer to quickly become a fully integrated member of the school.

1.6   In line with the Probation Policy for support staff only, the Headteacher/ Head of School or HR Manager (or nominated representative) will hold a 3rd month review to formally discuss the new employee's performance with them. The outcome of this review will be recorded on the probation assessment form. Informal inductions meetings will be arranged for those staff that are not subject to probation.

1.7   Fifth month

1.7.1   In line with the Probation Policy for support staff, the Headteacher/ Head of School or

HR Manager (or nominated representative) will hold a 5th month review to formally discuss the new employee's performance with them. The outcome of this review will be recorded on the probation assessment form. Informal induction meetings will be arranged with staff that are not subject to probation.

1.8   Sixth month

1.8.1   By the end of six months the Headteacher/ Head of School and the new member of staff should be confident that all areas of the induction have been covered and the Induction Checklist has been completed and placed on the member of staff's file

2   Record Keeping

2.1   The induction checklist and all probation reviews should be kept on the employee's personnel file.1

Section 3: APPENDICES

Appendix 1A :   Induction Checklist

Appendix 2:   Probation Target Setting Sheet

Arbor Academy Induction of Staff

Points to consider	Comments	Covered in induction process
Working hours discussed		Yes/ No/ NA
Line manager introduced		Yes/ No/ NA
Procedures for reporting sickness absence		Yes/ No/ NA
EYFS Policy	Signposted to website	Yes/ No/ NA
Equal Opportunities/ Inclusion policy	Signposted to website	Yes/ No/ NA
Planning and Assessment Policy	Signposted to website	Yes/ No/ NA
Safeguarding Policy and Procedures *(Including Whistleblowing procedures)*	Provided to Staff	Yes/ No/ NA
Designated Safeguard Lead (DSL) identified		Yes/ No/ NA
Deputy DSL's identified		Yes/ No/ NA
Health and Safety Policy/ Manual Handling Procedures addressed	Signposted to website	Yes/ No/ NA
Staff Code of Conduct/ Code of Conduct for working with children	Provided in Staff Handbook	Yes/ No/ NA
Child Protection	Provided in Staff Handbook	Yes/ No/ NA
Behaviour Policy	Signposted to website	Yes/ No/ NA
First Aid Procedures/ Medical Welfare	Provided in Staff Handbook	Yes/ No/ NA
Accident Procedures	Provided in Staff Handbook	Yes/ No/ NA
Complaints Policy and Procedures	Signposted to website/ Safeguarding and CP boards	Yes/ No/ NA
Missing Child Policy *(within Two Year Provision Policy)*	Signposted to website	Yes/ No/ NA
Emergency Action Plan	Provided in Staff Handbook	Yes/ No/ NA
Probationary Period of employment/Progress reviews explained		Yes/ No/ NA
Role of Key Person explained and children identified (EYFS)		Yes/ No/ NA
Daily routines explained		Yes/ No/ NA
Fire exit/Route	Route shown	Yes/ No/ NA

Toilets	Shown	Yes/ No/ NA
Staff room	Shown	Yes/ No/ NA
Staffing Structure	Provided in Staff Handbook	Yes/ No/ NA
GDPR Regulations		Yes/ No/ NA
Guidelines around Social Media		Yes/ No/ NA

Comments/Points that are needed to be followed up

Name of staff member: …………………………………………………

Signed: …………………………………………………

Date: ………………………….

Induction Process led by: …………………………………………………

Signed: …………………………………………………

Date: ………………………….

Appendix 2 – Probationary - Performance Plan

Employee Name:	Reviewer:

Objective	Measure of Achievement	Timescale	Support Required	Outcome
E.g. To ensure that all Safeguarding procedures are followed	E.g. Reports have been completed and the Safeguarding Officer has processed the reports	E.g. Immediately following a safeguarding incident	E.g. Safeguarding training	Describe whether the objective has been met, to what degree and whether the outcome is satisfactory and meets required standards

All objectives should be SMART objectives:

1. Specific – Objectives should specify what they want to achieve.

2. Measurable – You should be able to measure whether they are meeting the objectives or not.
3. Achievable - Are the objectives you set, achievable and attainable?
4. Realistic – Can you realistically achieve the objectives with the resources you have?
5. Time – When do you want to achieve the set objectives?

Proposed Dates of Interim Review Meetings:	1.	2.	3.	4.
Signed Employee:	Date:	Signed Reviewer:		Date: