Staff Induction Policy

Version 1.0

Status	Non-Statutory
Responsible committee/Individual	Trust Board/Local Governing Body
Author	CEO
Target Audience	All stakeholders
Date Policy Agreed	September 2019
Review Date	September 2022

Contents

Page

1 Introduction

1.1 On behalf of the Trust, we welcome you to the Brighter Futures Learning Partnership Trust and wish you every success here. We believe that every employee directly contributes to the growth and success of the Academies and our students, and we hope you will take pride in being a member of our team.

1.2 All employees of the Trust/Academy are subject to the Trust's/Academies' policies and procedures and it is the CEO/Headteacher's/Principal's responsibility to ensure the implementation of all policies and procedures within the Trust and Academies.

1.3 The Brighter Learning Partnership Trust induction policy applies to all employees and, as appropriate, to volunteers and agency workers who will all receive a tailored induction programme which will include appropriate information, training, observations and mentoring. Safeguarding e-safety and the Prevent Duty will feature prominently in every induction programme.

1.4 Governor induction is dealt with separately and overseen by the Trust team.

1.5 The first few weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or agency worker to the duties of the post, and to the Academy/Trust as a whole, provide the foundation for successful and safe contribution to the Academy/Trust. The Induction Programme is designed to help new employees, volunteers and agency workers become familiar with the requirements of their position and learn about the Academy/Trust culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. This will include access to and familarisation with the Health and Safety and Safeguarding Policies.

1.6 The Induction Programme should be cross-referenced to the NQT Induction requirements for newly qualified teachers.

2 Responsibilities

2.1 The CEO/ Headteacher/Principal is responsible for the overall management of induction, including Newly Qualified Teacher induction across the whole Trust/Academy.

2.2 Headteachers/Principal/Deputy and Assistant Headteachers/Business and HR Managers are responsible for the organisation and implementation of induction for all staff ensuring that the induction takes place.

2.3 The induction process will:

- Provide information and training on the trust/academy's policies and procedures
- Provide Safeguarding/Child Protection training and assess its effectiveness
- Advise staff on how to work safely, including an awareness of common-sense practice to minimise the risk of allegations against a member of staff
- Enable colleagues to contribute to improving and developing the overall effectiveness of the academy, raising student achievement, and meeting the needs of students, parents and the wider community
- Contribute to colleagues' sense of job satisfaction and personal achievement
- Explain the trust/academy's Code of Conduct to ensure that all staff, volunteers and agency workers new to the academy understand what is expected of them at the academy and gain support to achieve those expectations
- Identify and address any specific training needs

2.4 The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered
- An induction timetable including:
- Details of help and support available
- Details of work shadowing, if appropriate
- A diary of induction review meetings
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor
- Signing off induction/probation period completed or extended

2.5 The individual has responsibility, alongside their managers to ensure all items are covered. This means the individual has to monitor their checklist and raise any gaps with their manager. It is the employee's responsibility to work with key personnel in the school to ensure that they have accessed all the relevant information and policies. The inductions timeline may vary depending on the role; however the induction will be fully completed within the first 6 months of employment.

Review period

This policy will be reviewed every three years, or sooner as necessary.

Signed CEO of BFLPT – Helen-Redford-Hernandez:

H. Redd - Hernandez

Date: 26 September 2019

Signed – Chair of BFLPT – Marus Isman-Egal:

Marcus Isman-Egal

Date: 26 September 2019

Policy to be reviewed: September 2022

Created: September 2019 (Version 1)
Revised:

Induction Checklist APPENDIX 1

Employee Name: ---

Job Title: ---

Manager: --

Start Date: --

This checklist provides details of those areas to be covered during the Trust/Academy based induction and will act as a reminder of anything missed or that needs particular attention. It is the responsibility of both management and the new starter to ensure that all relevant items are properly covered during the induction period.

Academy/core service information	Person Responsible	Resource/links	Date Completed	Comments
Welcome and introduction to the team and staff • CEO/Headteacher/Principal • Admin and business manager • Premises /cleaning staff • Teachers and LSAs • IT Support staff • Other trust/academy staff as appropriate • Provide important diary dates • Explain the protocol and etiquette of the trust/academy				

Tour of trust/academy/office and facilities ☐ Staff room/toilets/				

• Location of exits/fire extinguishers • Fires assembly points and routines				
☐ Security ID Badge Issued				
• Building keys signed for where appropriate • Security systems explained • Other keys signed for where appropriate				

Trust Information	Person Responsible	Resource/links	Date Completed	Comments
Brighter Futures Learning Partnership • Who's who • Internet Site • History • Trust/Academy Vision • Future Plans • How does this role fit within the trust and the academy?				
General Organisation/ Internal Systems/Procedures	**Person Responsible**	**Resource/links**	**Date Completed**	**Comments**
☐ Safeguarding Policy, including procedure for reporting issues explained				

☐ Keeping Children Safe in Education document provided				
☐ Whistleblowing policy issued, including procedure for reporting issues explained				
☐ Prevent information issued				
☐ Academies Behaviour Policy				

☐ Procedures for Children Missing Education				
☐ Staff Code of Conduct issued				
☐ Staff handbook issued including Data Protection Regulation (GDPR) absence reporting requirements explained				
☐ Equality and Diversity policy issued				
☐ Teaching and Learning policies issue				
☐ Financial responsibilities discussed / policy issued				
☐ Petty Cash explained				
☐ Expenses explained				
☐ Budgets explained				
☐ Purchasing arrangements				

Terms and Conditions of Employment & HR	Person Responsible	Resource/links	Date Completed	Comments
☐ Contract of employment issued and T& C's discussed				
☐ Hours, Breaks, Holidays*				
☐ Method of payment/pay queries				
☐ Reporting procedures				
☐ Probationary period and period of notice				
☐ Pension provisions				
☐ HR Officer introduced				
☐ Unions / employee representatives				
☐ Absence procedure explained				

☐ Staff Counselling services				
☐ Special leave entitlement				
IT	**Person Responsible**	**Resource/links**	**Date Completed**	**Comments**
☐ ICT/Social Media/ E-safety policy issued				

	Person Responsible	Resource/links	Date Completed	Comments
☐ Email address and other IT software logins set up and demonstrated				
☐ Any required equipment ordered and set up				
Staff Development	**Person Responsible**	**Resource/links**	**Date Completed**	**Comments**
☐ Identify training needs and objectives				
☐ Safeguarding training set up				
☐ Prevent training set up				
☐ Safer Recruitment training set up*				
☐ Individual training and development plan				
Health and Safety				
☐ Identify delegated first aiders, fire wardens and H & S representatives in workplace				
☐ Risk assessments for safer working procedures completed				
☐ Emergency evacuation procedures				
☐ Reporting of Accidents				
☐ Health & Safety training set up				

The Job	Person Responsible	Resource/links	Date Completed	Comments
☐ Introduction to manager/senior manager				
☐ Job Description and contract of employment				
☐ Management arrangements and performance appraisal process				

*if applicable

Signed	Position	Date	Probation period completed	Probation period extended	Date
	Manager				
	Employee				

Signed copy to be returned to academy administrator for individual's personnel file

STAFF INDUCTION POLICY

DECLARATION FORM

I acknowledge that I have read and understood the above policy, which was discussed through the induction process.

Signed:

Date: