



Induction Policy

Policy Code:	HR24
Policy Start Date:	September 2021
Policy Review Date:	September 2022

1. Policy Statement

- 1.1 When new employees are recruited or staff are promoted or transferred, the Trust will aim to help them adjust to their new situation as quickly and easily as possible so that they become integrated and productive members of the Trust as soon as possible.

Procedure

2. Inductions

- 2.1 The Trust recognises the induction process begins during recruitment when contact is first made with potential employees. Members of staff will bear this in mind when implementing the Trust's recruitment procedure. When a job offer has been made and accepted, an induction will be drawn up for use during the early stages of the new recruit's employment. Certain documents/links will be sent to the new employee for reading prior to their induction. As part of every induction, an Induction Record will be prepared and used to ensure new employees receive/understand relevant information relating to:

- a. Their role including working hours/pattern and confirmation they have received their contract and job description;
- b. The probation process;
- c. The department/school and the Trust including an introduction to the team, key staff and their roles, and a staffing structure;
- d. A tour of the site, including their own workspace, staff room, toilets, parking, etc;
- e. Structure of the school day (schools only);
- f. Security arrangements including use of fob, signing in screen, etc;
- g. The Trust and individual school policies and procedures as outlined in the Induction Record and relevant to the role, including anything pertinent, e.g. Covid-19 Risk Assessment;
- h. The name of the Designated Safeguarding Lead at their site;
- i. Employee Assistance Programme including issuing the EAP card;
- j. Reporting absence.

- 2.2 All new employees within CIT will have been DBS checked at the Enhanced with Children's Barred level, and Adults' Barred where appropriate. The new employee's original DBS certificate will be checked during the induction process on their first day.

- 2.3 In drawing up an induction, it will be recognised that certain categories of employees will have particular needs (e.g. school leavers, managers, graduates) and inductions will be adjusted accordingly.

- 2.4 Responsibility for various aspects of the induction will be allocated to specific members of staff. The line manager/appropriate person will oversee the induction implementation and will ensure that all elements are covered satisfactorily.

3. Recruitment Trends

- 3.1 The HR department will take responsibility for monitoring recruitment trends and running courses and/or inductions at appropriate intervals in consultation with relevant departments.

4. Preparation of Colleagues and the Workplace

- 4.1 All those affected by the employee's arrival will be informed of the starting date and arrangements will be made for the initial stages of the induction to be put into operation.
- 4.2 The workplace will be prepared in advance to ensure it is clean and tidy and all necessary supplies and equipment are provided and are in good working order. Personal storage areas should be emptied and cleaned and keys (where applicable) should be ready for handing over to the new employee. Computer log in details (i.e. user names and passwords) should also be ready for the new starter.

5. First Day of Employment

- 5.1 Instructions should be issued in good time for use on the employee's first working day. Where the employee is required to bring certain documents and/or equipment, this should be clearly stated prior to their first day.
- 5.2 On the first day, arrangements will be made for the new employee to be met by a designated member of staff (where instructions include reporting to a third party such as a receptionist, preparations should be made accordingly so that the employee is expected and welcomed).
- 5.3 After initial introductions, the employee will be taken to the HR department for necessary employment details and documentation to be dealt with if it has not already been received. This will include:
- a. Evidencing the new employee's DBS certificate;
 - b. P45 tax form;
 - c. Evidence of permission to work in the UK (if not already supplied);
 - d. Personal details form, e.g. next of kin, home address and number, etc (if not already supplied).
- 5.4 The new employee will then be taken to the workplace and welcomed by their line manager or appropriate person to start their induction process.
- 5.5 Taking into account any formal training which has been arranged, the employee will then be introduced to the role in a manner which is appropriate to both the work and the individual concerned.
- 5.6 While the timing and nature of training will vary enormously, the following will be used as guiding principles during the first few days of employment.
- a. The line manager will outline all aspects of the new employee's role, putting it into a departmental and organisational context.

- b. The line manager will endeavour to arrange the first few days so that the employee is given tasks that lead to a sense of achievement. These may be either tasks which the employee has done before in other roles or ones that are satisfying but do not require too much instruction or supervision.
- c. A balance will be maintained between instruction and supervision or management, allowing employees an opportunity to learn by experimentation and to practise and consolidate the knowledge and skills which have been acquired.

6. Completing the Induction Process

- 6.1 During the induction period, the employee will gradually be integrated into their role and the Trust as a whole. Using the Induction Record as a guide, the line manager in conjunction with the HR department, will ensure all essential information is communicated to the employee in a manner and a period which is considered appropriate. (The Induction Record template and accompanying DBS Information form can be found on the T drive: T/HR/HR Templates/Induction Paperwork.)
- 6.2 Follow-up interviews will be conducted at suitable intervals (forming the initial stages of the Trust's probationary procedure) when the employee's progress will be monitored. This will include an assessment of levels of attainment and performance in the role, as well as an examination of related matters such as morale, attitude, time-keeping, attendance levels and integration into the workplace. The employee will be given the opportunity to ask questions and raise any matters of concern. Following the interview, a report will be prepared and agreed with the employee. Where appropriate, further review dates will be established. (Probationary document templates can be found on the T drive: T/HR/HR Templates/Probation Documents.)