Induction Policy

Policy Code:	HR24
Policy Start Date:	June 2024
Policy Review Date:	April 2025

Statement of Intent

Once a new employee has been appointed, the Trust will ensure they are provided with an effective induction procedure. All teachers, support staff, temporary staff and volunteers will receive an induction programme appropriate to their role.

Through this policy, we aim to ensure that every new staff member:

- Is welcomed by their line manager, Chair of the Board/LSB or Clerk depending on role.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information about their role and place of work.
- Meets the senior leaders relevant to their role.
- Is introduced to their colleagues.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is presented with the opportunity to ask questions.

1. Legal Framework

1.1 This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- DfE 'Keeping children safe in education'
- DfE 'Induction for early career teachers (England)'

1.2 This policy operates in conjunction with the following school policies and documents:

- Staff Handbook
- Absence Management Policy
- Health and Safety Policy
- Social Media Policy
- Acceptable Use of the Internet and IT Systems Policy
- Safeguarding and Child Protection Policy (schools)
- Code of Conduct – Staff
- Probation Policy

2. Roles and responsibilities

2.1 The ELT are responsible for:

- Ensuring that policies and procedures are in place to facilitate the effective induction of new staff members and volunteers.
- Ensuring that all staff undergo relevant training, particularly safeguarding and child protection training.
- Overseeing and coordinating the induction for a new headteacher.

2.2 Headteachers (ELT for Central staff) are responsible for:

- Ensuring inductions programmes are completed for all new staff.
- Ensuring that induction paperwork is completed and signed.

2.3 Line Managers are responsible for:

- Helping the staff member to settle in to their new role and the Trust.
- Completing the induction checklist with the new staff member.
- Ensuring the staff member is aware of relevant protocols and procedures, e.g. surrounding absence, leave and performance management.

3. Inductions

3.1 The induction process for new staff 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.

3.2 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.

3.3 Certain documents/links will be sent to the new employee by CIT HR for reading prior to their induction. These include links to the Trust and school policies and the DfE Keeping Children Safe in Education guidance.

3.4 As part of every induction, a CIT Induction Record, appropriate for the role, will be used to ensure new employees receive and understand relevant information relating to:

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

3.5 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.

3.6 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.

3.7 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.

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.

4.3 Personal storage areas should be emptied and cleaned and keys (where applicable) should be ready for handing over to the new employee.

4.4 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 Arrangements for their first day will be shared with new staff in good time. This will include arrival time, acceptable dress code, who to report to and any other information relevant to the role.

5.2 Where the employee is required to bring certain documents and/or equipment, this should be clearly stated prior to their first day.

5.3 On their first day new members of staff will be met by their line manager (or other appropriate member of staff).

5.4 A significant number of new employees start with CIT on 1 September each year and as such benefit from the Inset days before the start of the academic year. Where possible, any classroom-based staff who start at other points within the school year will not be timetabled in the classroom on their first day to support with an effective induction.

5.5 As part of the induction process new members of staff will meet with the relevant HR admin to enable the required documentation and identification reviews to be checked and/or conducted. This will include:

- Evidencing the new employee's DBS certificate;
- Obtaining P45 tax form;
- Obtaining evidence of permission to work in the UK (if not already supplied);
- Completing personal details form, e.g. next of kin, home address and number, etc. (if not already supplied).

5.6 Line managers will explain the CIT probation process and make arrangements for the first formal probation meeting. This process will transition to the CIT Probation Policy on the first day of employment where details of the role, training and support will be provided in more detail.

5.7 The timing and nature of training will vary for each new member of staff. The following will be used as guiding principles during the first few days of employment as part of the probation process.

- The line manager will outline all aspects of the new employee's role, putting it into a departmental and organisational context.
- 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.
- A balance will be maintained between instruction and supervision or management, allowing employees an opportunity to learn by experimentation and to practice and consolidate the knowledge and skills which have been acquired.

6. Completing the Induction Process

6.1 During the induction and probation 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 HR, 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.

6.3 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.)

7. Monitoring and review

7.1 This policy will be reviewed by the Director of HR on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.