# Induction Policy

HR26

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# DOCUMENT CONTROL

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HR26 – Induction Policy

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| REVISION | DATE | AUTHOR | NOTES |
|---|---|---|---|
| 1 | 01/06/2019 | Helen Ruddle | New policy |
| 2 | 19/07/2019 | Helen Ruddle | Updated Educare modules |
| 3 | 1/9/2020 | Helen Ruddle | Additional mandatory Educare module added to include Equality & Diversity training for all workers/employees as outlined in section 3 |

# 1. INTRODUCTION

Delta Academies Trust is committed to achieving the highest possible standards of service and ethical standards.

The Trust recognises that our staff are key to delivering high quality educational outcomes, supporting children and young adults and keeping them safe. In order to ensure that staff are able to carry out their duties safely and effectively, we recognize they need an appropriate induction and ongoing CPD.

This policy sets out the minimum expectations of professionals and leaders in order to successfully induct staff into the new roles. Roles covered under the policy include:

- Teaching staff (inc. supply, ITT, NQT, etc.)

- Non-teaching staff (inc. administration, caretaking, cleaning and catering)

- Core Trust staff (inc. Specialist Directors)

- Board of Trustees and Academy Advisory Body (AAB) Members

- Volunteers

- Contractors and those working onsite through various agencies

This policy should enable all new staff and those whose roles/sites have changed to integrate into their new surroundings and work effectively both individually and part of the team.

The Trust has prepared this Policy so as to enable workers/employees to receive the appropriate level of induction when engaging with the Trust. The Trust would rather that workers/employees raised any issues with the induction process immediately in order that it can be rectified immediately.

At all stages within this policy, and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals commencing employment with the Trust and/or where revised roles have been identified.

# 2. AIMS OF THE INDUCTION POLICY

The Policy aims to:

- Establish a comprehensive and consistent induction process;

- Provide structured support and guidance that is appropriate to the role/individual;

- Ensure that workers/employees have a good understanding of Trust/Academy policies and procedures to keep themselves, pupils and other service users safe;

- Encourage workers/employees in the Trust and its academies to feel confident that they are prepared for the role in which they are to commence and;

- Identify their potential for career development and provide structured opportunities for CPD.

# 3. THE SCOPE OF THE POLICY

This policy may be used by all worker/employees of the Trust. The term worker/employee broadly includes employees, contractors, agency worker/employees, trainees, volunteers and a person who is or was subject to a contract to undertake work or services for the Trust. This includes permanent and temporary employees, and employees seconded to a third party.

Academy AAB members and Trust Board members should also refer to this policy in the induction of new members.

# 4. INDUCTION PROCEDURE

All new staff will follow an induction process which is carefully managed by the appropriate appointed person. This is usually a member of the senior leadership team however it may be appropriate for the process to be supported by the individual's line manager.

The appointed person must ensure that the individual is aware of and has agreed to abide by the relevant Trust policies and procedures. Certain policies/procedures are for reference only however statutory policies/procedures may require a written acknowledgement of acceptance and understanding. Further information on which category each policy/procedure falls into can be found at appendix 1/2 (Induction Checklist). All policies are available on the Academy VLE and/or SharePoint.

The appointed person must ensure that the individual is able to complete the training required during the induction period, is provided with a reasonable period of time to read documents and complete training and ensure there are no potential barriers

preventing them from doing so (e.g. ICT skills, literacy skills). Where any potential barriers are identified, reasonable steps must be taken to support the individual in being able to complete their induction. HR support should be sought to provide guidance where necessary.

## 4.1 Mandatory policies to be read/training to be completed on day one of employment

- Keeping Children Safe in Education – part one

- HR13 Delta Child Protection Statement

- HR15 Delta Code of Conduct for safe working with children Policy

- Delta E-Safety Policy

- Delta Data Protection Policy

## 4.2 Policies and procedures covered during the first week of employment may include:

- Educare Child Protection in Education training module

- Educare Safeguarding Young People training module

- Educare A practical guide to the GDPR for Education training module

- Educare The Prevent Duty training module

- Health and safety processes (including site access/security, evacuation, nominated first aiders/Fire Marshall/H&S representatives);

- ICT systems (including issue of email address, setting up access on academy/Trust ICT systems);

- Assessment advice, recording, reporting and resources; and

- Absence reporting.

## 4.3 Site tour

The Principal/Head of Academy/Line Manager will ensure that new staff are given a tour of the site they are based at. This may include:

- Walk around site identifying location of relevant resources;

- Introductions to colleagues;

- Local procedures in place including absence reporting, etc.; and

- Any other relevant information.

## 4.4 Mandatory policies to be read/training to be completed during the first six weeks of employment

- Academy Child Protection and Safeguarding Policy

- Academy Dress Code Policy

- Delta HR policies (including sickness, disciplinary, capability, pay, appraisal, grievance, etc.)

- Delta H&S policies (including H&S Policy; First aid, accident and incident Policy and Fire Evacuation and Critical Incident Policy)

- Academy Behaviour Policy

- Educare Equality and Diversity training module

- Educare SEND Awareness training modules (Autism awareness, dyslexia awareness and ADHD awareness)

- Educare Use of reasonable force in schools training module

- Trust benefits available (e.g. Care First Employee Assistance Programme, Cycle to Work scheme, Pension scheme, etc.)

## 4.5 Additional policies/procedures/training to be covered during the first six weeks of employment (role specific):

- HR04 Delta Safer Recruitment Policy (if involved in recruitment activities)

- Educare Safer Recruitment training module (if involved in recruitment activities)

- HS03 Delta Risk Assessment Policy (if required to undertake risk assessments)

- Academies Financial Handbook (if involved in financial activities)

- Delta Governance Handbook (if involved in governance activities)

- Educare School Attendance and Children Missing Education training module (SLT/AAB and ELT roles)

- Educare School Exclusions for Head Teachers and Governors training module (SLT/AAB and ELT roles)

- Educare School Exclusions for Independent Review Panels training module (SLT/AAB and ELT roles)

- Educare Child Protection Advanced training module (SLT/DSL roles)

- Delta Learning outside the classroom Policy (if involved in trips)

- Delta Offsite visits operational procedures (if involved in trips)

- Delta Minibus and transport guidance (if involved in trips)

## 4.6 Support during induction period

All new staff will be allocated a mentor to provide support and guidance on a regular basis. New staff will have access to their line manager and/or their SLT link in order to discuss any additional training needs and/or difficulties they may be experiencing. This is in addition to the Trust appraisal procedures which support staff throughout their working life.

Informal discussions should be held regularly with an informal induction review at the end of the first month, then termly during the first 12mths of an individual commencing employment and/or changing roles with the Trust. These discussions should identify and resolve any informal concerns from both parties during the induction period.

## 5. GUIDELINES PRIOR TO APPOINTMENT

All applicants are provided with essential information and an opportunity to visit the relevant site prior to recruitment events and any subsequent appointment. All new staff and/or those who are relocating/changing role should be invited to engage with the Academy prior to their commencement date. The line manager should make clear when the individual is expected to commence employment, where they should report to and at what time. It should also be made clear what is expected of them on their first day. This should all be confirmed to the individual at least one week in advance of their start date.

Should an induction meeting be arranged prior to the individuals start date, it should be made clear what support is available to the individual between the date of the induction and the start of their employment. If the induction meeting is to be held on the first day of the individual's employment, provision must be arranged and put in place prior to the induction meeting to allow the individual time to attend the meeting and subsequent time to review all relevant polices/procedures under which they will be working to.

# 6. ROLE TRANSITION

At some stage during an employee's career it may be possible or necessary to adopt a new role or implement a change to an existing role. This may take the guise of subject responsibility and/or management responsibility. Wherever the need arises and where an induction into the new role is deemed necessary, the Trust will ensure that the individual receives information on:

• The new role and its responsibilities (inc. line management);

• Any relevant individual and subject targets;

• A review of the new job description;

• A training needs analysis;

• Details of how the transition will take place inc. approx. timescales, discussions with present post-holder, links with outside agencies where necessary; and

• Agree an implementation plan.

# 7. MONITORING AND REVIEW

Through monitoring and review, the Trust will ensure that

• Individual records will be treated as confidential

• Consistency of application across the Trust

• An Equality Impact Assessment is completed

This policy will be reviewed every three years, or when there are changes to relevant legislation, by the Trust in conjunction with the JNC Policy Committee.

# APPENDIX 1 – ACADEMY INDUCTION CHECKLIST

Employee Name: _____ Post: _____

Academy: _____ Start date: _____

Line Manager / Induction Manager: _____

| | During First Week | During 2-6 weeks | During 2 – 6 Months |
|---|---|---|---|
| **Welcome by Line Manager** | | | |
| Meet and greet Line Manager on arrival | □ | | |
| Issued a copy of induction plan and timetable for the first week, Line Manager to go through and clarify | □ | | |
| Work place tour – where things are kept | □ | | |
| General housekeeping, tea & coffee | □ | | |
| Line Manager to discuss structure of organisation, academy and team | □ | | |
| Provide key contacts list with mobile numbers and email addresses | □ | | |
| Working hours, school holiday calendar | □ | | |
| Dress code | □ | | |
| Information on local area – supermarkets, petrol stations | □ | | |
| Signed confidentiality form | □ | | |
| Allocation of work for first week | □ | | |
| Team meeting schedule, dates in diary | □ | | |
| Annual leave entitlement (where relevant) | | □ | |
| Set date for 1-2-1 meetings ( within the first 4 weeks of starting) | | □ | |
| Arranged meetings with academies | | □ | |
| Shadow experienced colleagues on key projects | | | □ |
| Performance Management, review meeting | | | □ |

| Briefings | | | |
|---|---|---|---|
| Welcome by Executive Principal/Principal/Head of Academy | □ | | |
| Head of Department | □ | | |
| Subject Directors (Secondary posts) | | □ | |
| Directors of Learning (Primary posts) | | □ | |
| | | | |
| | | | |
| | | | |
| **Health and Safety** | | | |
| Health and safety procedures | □ | | |
| Fire Exits | □ | | |
| Health and Safety Representatives | □ | | |
| First Aiders | □ | | |
| Access card photograph to be taken | □ | | |
| **ICT** | | | |
| Issue email address and login details | □ | | |
| Training on VLE/SharePoint | □ | | |
| Issue of equipment | □ | | |
| Access for academy ICT systems/programmes required for role | □ | | |
| **Policies and procedures (compulsory for all academy employees)** | | | |
| Keeping Children Safe In Education (KCSIE) – part one | □ Day 1 | | |
| HR13 Child Protection Statement | □ Day 1 | | |
| HR15 Code of Conduct for Safe Working with Children | □ Day 1 | | |
| Delta E-Safety Policy | □ Day 1 | | |
| Delta Data Protection Policy | □ Day 1 | | |
| Educare Child Protection in Education training module (primary) | □ | | |
| Educare Safeguarding Young People training module (secondary) | □ | | |
| Educare The Prevent Duty training module | □ | | |
| Educare A Practical guide to the GDPR in Education training module | □ | | |

| | | | |
|---|---|---|---|
| Academy absence reporting procedure | ☐ | | |
| Academy Child Protection & Safeguarding Policy | | ☐ | |
| Fire Safety Policy | | ☐ | |
| Accident & First Aid Policy | | ☐ | |
| HR01 Delta Disciplinary Policy | | ☐ | |
| HR02 Delta Sickness Absence Policy | | ☐ | |
| HR03 Delta Capability Policy | | ☐ | |
| HR05 Delta Grievance Policy | | ☐ | |
| HR06 Delta Harassment & Bullying Policy | | ☐ | |
| HR09 Delta Whistleblowing Policy | | ☐ | |
| HR11 Delta Alcohol & Substance Misuse Policy | | ☐ | |
| HR14 Delta Equality & Diversity Policy | | ☐ | |
| Educare Equality & Diversity training module | | ☐ | |
| HR16 Delta Dealing with allegations against staff policy | | ☐ | |
| HR19-HR23 Delta Family Leave Policies | | ☐ | |
| HR25 Delta No Smoking Policy | | ☐ | |
| HR27 Staff Dress Code Guidance | | ☐ | |
| Health & Safety Policy | | ☐ | |
| Travel & Subsistence Policy (incl. expenses) | | ☐ | |
| CCTV Policy | | ☐ | |
| DSE Policy | | ☐ | |
| Anti-Fraud Policy | | ☐ | |
| **Policies, procedures and training (department/role specific)** | | | |
| HR04 Delta Safer Recruitment Policy (if involved in recruitment) | | ☐ | |
| Behaviour Policy (teachers/teaching support staff) | | ☐ | |
| HS03 Delta Risk Assessment Policy (if required to undertake risk assessments) | | ☐ | |
| DELTA Governance Handbook (if involved in governance activities) | | ☐ | |
| Academies Financial Handbook (if involved in financial activities) | | ☐ | |
| COSHH Policy (if involved in use of chemicals) | | ☐ | |

| | | |
|---|---|---|
| Working at Height Policy (if role involves working at height) | | □ |
| Educare Use of reasonable force in schools training module (if working in academies/schools) | | □ |
| Educare SEND Awareness training modules (Autism awareness, dyslexia awareness and ADHD awareness) (if working in academies/schools) | | □ |
| Educare Safer Recruitment training module (if involved in recruitment) | | □ |
| Educare School Attendance and Children Missing Education training module (SLT/AAB and ELT roles) | | □ |
| Educare School Exclusions for Head Teachers and Governors training module (SLT/AAB and ELT roles) | | □ |
| Educare School Exclusions for Independent Review Panels training module (SLT/AAB and ELT roles) | | □ |
| Educare Child Protection Advanced training module (SLT/DSL roles) | | □ |
| Delta Learning outside the classroom policy (if involved in trips) | | □ |
| Delta Offsite visits operational procedures (if involved in trips) | | □ |
| Delta Minibus and transport guidance (if involved in trips) | | □ |
| **Employee Benefits** | | |
| Trust benefits website | | □ |
| Cycle to work | | □ |
| Technology scheme | | □ |
| Employee Assistance Programme | | □ |
| Occupational Health | | □ |
| Pension Scheme | | □ |
| | | |

The employee and the line manager should sign below to confirm the above items have been covered during the induction period:

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

# APPENDIX 2 – CORE TEAM INDUCTION CHECKLIST

**Employee Name:** _____ **Post:** _____

**Department:** _____ **Start date:** _____

**Line Manager / Induction Manager:** _____

| | During First Week | During 2-6 weeks | During 2 – 6 Months |
|---|---|---|---|
| **Welcome by Line Manager** | | | |
| Meet and greet Line Manager on arrival | ☐ | | |
| Issued a copy of induction plan and timetable for the first week, Line Manager to go through and clarify | ☐ | | |
| Work place tour – where things are kept | ☐ | | |
| General housekeeping, tea & coffee | ☐ | | |
| Line Manager to discuss structure of organisation and team | ☐ | | |
| Provide key contacts list with mobile numbers and email addresses | ☐ | | |
| Working hours, school holiday calendar | ☐ | | |
| Dress code | ☐ | | |
| Information on local area – supermarkets, petrol stations | ☐ | | |
| Signed confidentiality form | ☐ | | |
| Allocation of work for first week | ☐ | | |
| Team meeting schedule, dates in diary | ☐ | | |
| Annual leave entitlement (where relevant) | | ☐ | |
| Set date for 1-2-1 meetings ( within the first 4 weeks of starting) | | ☐ | |
| Arranged meetings with academies | | ☐ | |
| Shadow experienced colleagues on key projects | | | ☐ |
| Performance Management, review meeting | | | ☐ |

| Department briefings | | | |
|---|---|---|---|
| Welcome by CEO | □ | | |
| Human Resources & Recruitment | □ | | |
| ICT | □ | | |
| Health & Safety | □ | | |
| Facilities | □ | | |
| Finance | □ | | |
| Teaching Schools | □ | | |
| Compliance | □ | | |
| Education Improvement | □ | | |
| **Health and Safety** | | | |
| Health and safety procedures | □ | | |
| Fire Exits | □ | | |
| Health and Safety Representatives | □ | | |
| First Aiders | □ | | |
| Access card photograph to be taken | □ | | |
| **ICT** | | | |
| Issue email address and login details | □ | | |
| Issue of equipment | □ | | |
| Training on VLE/SharePoint | □ | | |
| Meeting room bookings and equipment | □ | | |
| **Policies and procedures (compulsory for all core team employees)** | | | |
| Keeping Children Safe In Education (KCSIE) | □ Day 1 | | |
| HR13 Child Protection Statement | □ Day 1 | | |
| HR15 Code of Conduct for Safe Working with Children | □ Day 1 | | |
| Delta E-Safety Policy | □ Day 1 | | |
| Delta Data Protection Policy | □ Day 1 | | |
| Core Team absence reporting procedure | □ | | |

| | | | |
|---|---|---|---|
| Educare The Prevent Duty training module | ☐ | | |
| Educare A Practical guide to the GDPR in Education training module | ☐ | | |
| Educare Child Protection in Education training module (primary) | ☐ | | |
| Educare Safeguarding Young People training module (secondary) | ☐ | | |
| Fire Safety Policy | | ☐ | |
| Accident & First Aid Policy | | ☐ | |
| HR01 Delta Disciplinary Policy | | ☐ | |
| HR02 Delta Sickness Absence Policy | | ☐ | |
| HR03 Delta Capability Policy | | ☐ | |
| HR05 Delta Grievance Policy | | ☐ | |
| HR06 Delta Harassment & Bullying Policy | | ☐ | |
| HR09 Delta Whistleblowing Policy | | ☐ | |
| HR11 Delta Alcohol & Substance Misuse Policy | | ☐ | |
| HR14 Delta Equality & Diversity Policy | | ☐ | |
| Educare Equality & Diversity training module | | ☐ | |
| HR16 Delta Dealing with allegations against staff policy | | ☐ | |
| HR19-HR23 Delta Family Leave Policies | | ☐ | |
| HR25 Delta No Smoking Policy | | ☐ | |
| HR27 Staff Dress Code Guidance | | ☐ | |
| Health & Safety Policy | | ☐ | |
| Travel & Subsistence Policy (incl. expenses) | | ☐ | |
| CCTV Policy | | ☐ | |
| DSE Policy | | ☐ | |
| Anti-Fraud Policy | | ☐ | |
| **Policies, procedures and training (department/role specific)** | | | |
| HR04 Delta Safer Recruitment Policy (if involved in recruitment) | | ☐ | |
| Behaviour Policy (if working in academies/schools) | | ☐ | |
| HS03 Delta Risk Assessment Policy (if required to undertake risk assessments) | | ☐ | |
| DELTA Governance Handbook (if involved in governance activities) | | ☐ | |

| | | |
|---|---|---|
| Academies Financial Handbook (if involved in financial activities) | ☐ | |
| COSHH Policy (if involved in use of chemicals) | ☐ | |
| Working at Height Policy (if role involves working at height) | ☐ | |
| Educare Use of reasonable force in schools training module (if working in academies/schools) | ☐ | |
| Educare SEND Awareness training modules (Autism awareness, dyslexia awareness and ADHD awareness) (if working in academies/schools) | ☐ | |
| Educare Safer Recruitment training module (if involved in recruitment) | ☐ | |
| Educare School Attendance and Children Missing Education training module (SLT/AAB and ELT roles) | ☐ | |
| Educare School Exclusions for Head Teachers and Governors training module (SLT/AAB and ELT roles) | ☐ | |
| Educare School Exclusions for Independent Review Panels training module (SLT/AAB and ELT roles) | ☐ | |
| Educare Child Protection Advanced training module (SLT/DSL roles) | ☐ | |
| Delta Learning outside the classroom policy (if involved in trips) | ☐ | |
| Delta Offsite visits operational procedures (if involved in trips) | ☐ | |
| Delta Minibus and transport guidance (if involved in trips) | ☐ | |
| **Employee Benefits** | | |
| Trust benefits website | ☐ | |
| Cycle to work | ☐ | |
| Technology scheme | ☐ | |
| Employee Assistance Programme | ☐ | |
| Occupational Health | ☐ | |
| Pension Scheme | ☐ | |

The employee and the line manager should sign below to confirm the above items have been covered during the induction period:

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____