



## Trust Induction Policy, Procedure and Checklist for all staff

V1.2

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## Approval History

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Policy Committee		V1.0	

## Revision History

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## **1. Purpose**

This purpose of this policy is to provide all employees with a suitable induction which will help them to settle into the Trust and their school. Induction is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Trust's commitment to ensure that all staff are supported during the period of induction.

## **2. Scope**

This policy applies to all staff employed by the Trust.

## **3. Principles**

It is the aim of the Trust to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The Trust expects that the implementation of good induction practice by Line managers/HR:

- Enable new employees to settle into the Trust as productive, valued and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated and that this motivation is sustained.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally, reducing costs associated with repeated recruitment, training and lost production.
- Ensure that employees operate in a safe working environment including training on safeguarding, data protection and health and safety.
- Ensure that employees adopt, understand and model the Trust's co-operative values.

## **4. The Trust's Commitment**

The Trust will:

- Issue guidelines to familiarise staff with the induction process and their role within it.
- Maintain and update the Induction Policy.
- Provide a checklist for staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process within the first three months

- Deal with any emergent issues promptly providing an efficient service for all involved.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training as necessary to assist the induction process.

## **5. Guidelines for Line Managers**

Starting a new job is demanding. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues. The purpose of induction is to support new employees during this transition period and to help them become fully integrated into the Trust as quickly and as easily as possible.

Induction has benefits for all involved in the process; a smooth transition will enable employees to settle quickly into the Trust, to feel valued and satisfied alongside being able to maximise their skills from an early stage

## **6. Induction Checklist**

The Induction checklist is a very useful way of ensuring that essential information is imparted to new employees in a timely and efficient manner. It offers a coherent programme of support and ensures that key areas are addressed within an appropriate timeframe. Line Managers should ensure that these matters have been properly understood whilst the checklist is being completed, perhaps in the form of a weekly conversation with the new staff member. Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and placed in the member of staff's personnel file.

## **7. First day of employment**

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide workspace, equipment and a locker (if appropriate), access to IT, etc.

Most new employees tend to be concerned primarily with two matters:

- a) whether they can do the job and
- b) how they will build relationships and interact with their new colleagues

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. This may take the form of an induction event or one to one meeting, which will happen alongside the provision of general information and exchanging any necessary documentation. Line Managers should refer to the Induction Checklist and use it as a basis for ensuring all processes and key information have been shared.

The new entrant will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. All new employees will be nominated a mentor who will provide support to ensure he/she has every assistance in settling in quickly.

## **8. Completing the induction process**

Induction can be said to end when the individual becomes fully integrated into the organisation. There is no set timescale within which this will happen but follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the induction checklist will provide this opportunity.

## **9. Induction Programme for new employees**

Line Managers should use the Induction Checklist (see appendix 1.0 or 2.0) with all new staff as part of their induction programme within the first few days, and certainly within the first two weeks of employment.

Health and Safety items should be addressed immediately. All new employees must complete Safeguarding, Data Protection and H&S training as soon as reasonably practicable. The new employee should be asked to tick each subject as he/she has been informed about it, and sign the end of the form.

Staff who attend the induction day during the summer term will be advised which areas of the induction checklist they have completed.

Please note that not all the following subjects are applicable to all departments. Please record these with N/A. Please check with your HR Department if you are unsure. *Please use Appendix 1.0 for Teaching Staff and 2.0 for Support Staff*

Certain groups of staff have specific induction needs. The main groups are detailed below, with particular points to consider.

### Staff Returning to Work after a Period of Absence

This includes staff returning after starting a family, or after any other prolonged (absences longer than 1 month) period of non-employment. Discussion should include, for example:

1. The difference between the employee's previous working environment and this new one.
2. Changes in skills required for this area of work.
3. Requirement for training to update skills.
4. Updated policies.

### Team leaders or TLR holders

These staff need a broader induction

1. Structure and culture of department/ faculty

2. Role in relation to department / faculty/ Trust as appropriate.
3. Training course in supervisory and management skills, if required.
4. Meeting with relevant departments/ faculties across the Trust.

## TEACHING STAFF CHECKLIST

## Appendix 1.0

<b>General – Head of Faculty/Line Manager</b>	Date	Initials
1. New entrant's own job		
2. Introduction to colleagues		
3. Tour of buildings/General layout - entrances and exits		
4. Trust/cooperative Values		
5. IT equipment/Computer Log on		
6. Telephone system		
7. Photocopying/Stationery		
8. Meet and greet with Headteacher		
9. Academy day to day Procedures		
<b>HR, Admin &amp; Conditions of Employment – HR Manager</b>		
1. Information on hours of work, including duty rotas, breaks		
2. Employee documentation – P45, DBS, Contract, starter pack		
3. Proof of qualifications, QTS, PGCE		
5. Pension scheme and eligibility		
6. Reporting in when sick		
7. Arrangements for requesting leave: unpaid leave, compassionate leave		
8. Photograph & ID Badge		
9. Salary arrangements and pay day		
10. Appraisal Policy & Procedure including Pay Awards/Increments		
11. Employee Assistance Programme		
12. Changes to personal information – Bank, address, etc.		
<b>Health and Safety, Security, Fire – Operations Manager</b>		
1. Health and safety information – Academy & Department		
2. Issuing of fire instructions, lock down procedures and fire-fighting equipment		
3. First aid procedures		
4. Security of department/building		
5. Violence and aggressive behaviour		
6. Management of cash/valuables		
7. Accident reporting/Major Incident procedures		
<b>Conduct – Head of Faculty/Line Manager</b>		
1. Standards of Professional Conduct		
2. Disciplinary procedures		
3. Pecuniary interest form		
4. Acceptance of gifts		
5. Confidentiality		
6. Use of Mobile phones		
7. Smoking		



<b>Facilities - Head of Faculty/Line Manager</b>		
1. Cloakroom, lockers, lavatories		
2. Catering – Biometrics and payment procedure		
3. Staff room		
4. Car park including issuing of car park pass/fob		
<b>Training – Head of Faculty/Line Manager</b>		
1.Safeguarding/Child Protection		
2.Data Protection and Freedom of Information		
3.ICT, E-safety and Data Protection		
4.Lifting & Handling		
5.Entering Data		
<b>Staff Handbook/Policies – Head of Faculty/Line Manager</b>		
1.Staff Handbook – confirm employee has signed the Overview and School Reference Documentation form		
2.Shared Drives/Faculty Folders		
3.Trust Policies		
<b>Items Specific to Department/Role – Head of Faculty/Line Manager</b>		
1.Form Tutors/Form Tutor Programme		
2.Teaching & Learning		
3.CPD		
4.Behaviour for Learning, attendance, punctuality, registers		
5.House System		
6.Trips & Visits procedures		
7.Parent Pay		
8.Finance arrangements/Budget holders		
9.Pastoral Procedures		
10. Subject Mentor		
11. Pastoral/House Mentor		

I have been informed about and understand the above items. Please return signed forms to the HR Manager.

Name.....  
Signature.....  
Date.....

I confirm that the above Induction Programme has been completed for the above member of staff.

Name.....  
Signature of Head of Department/Line Manager.....  
Date.....

## SUPPORT STAFF CHECKLIST

## Appendix 2.0

<b>General – Line Manger</b>	Date Rec'd	Initial
1. New entrant's own job		
2. Introduction to colleagues		
3. Tour of buildings/General layout - entrances and exits		
4. Trust/cooperative Values		
5. IT equipment/Computer Log on		
6. Telephone system		
7. Photocopying/Stationery		
8. Meet and greet with Headteacher		
9. Academy day to day Procedures		
<b>HR, Admin &amp; Conditions of Employment – Line Manager</b>		
1. Information on hours of work, including duty rotas, breaks		
2. Employee documentation – P45, DBS, Contract, starter pack		
3. Proof of qualifications		
4. Time recording, Overtime, TOIL (if applicable)		
5. Probationary period of employment		
6. Pension scheme and eligibility		
7. Reporting in when sick including when on leave		
8. Arrangements for requesting leave: annual leave, unpaid leave, compassionate leave		
9. Photograph & ID Badge		
10. Salary arrangements and pay day		
11. Appraisal Policy & Procedure including Pay Awards/Increments		
10. Employee Assistance Programme		
11. Changes to personal information – Bank, address, etc.		
<b>Health and Safety, Security, Fire – Operations Manager</b>		
1. Health and safety information – Academy & Department		
2. Issuing of fire instructions, lock down procedures/fire-fighting equipment		
3. First aid procedures		
4. Security of department/building		
5. Violence and aggressive behaviour		
6. Management of cash/valuables		
7. Accident reporting/Major Incident procedures		
<b>Conduct – Line Manager</b>		
1. Standards of Professional Conduct		
2. Disciplinary procedures		
3. Pecuniary interest form		
4. Acceptance of gifts		
5. Confidentiality		
6. Use of Mobile phones		
7. Smoking		



<b>Facilities – Line Manager</b>	
1. Cloakroom, lockers, lavatories	
2. Catering – Biometrics and payment procedure	
3. Staff room	
4. Car park including issuing of car park pass/fob	
<b>Training – Line Manager</b>	
1.Safeguarding/Child Protection	
2.Data Protection and Freedom of Information	
3.ICT, E-safety and Data Protection	
4.Lifting & Handling	
<b>Staff Handbook/Policies – Line Manager</b>	
1.Staff Handbook – confirm employee has signed the Overview and School Reference Documentation form	
2. Shared Drives/Department Folders	
3.Trust Policies	
<b>Items Specific to Department/Role – Line Manager</b>	
1.Form Tutors/Form Tutor Programme (if applicable)	
2.CPD	
3.House System (if applicable)	
4.Trips & Visits procedures (if applicable)	
5.Parent Pay (if applicable)	
6.Finance arrangements/Budget holders (if applicable)	
7.Pastoral Procedures (if applicable)	
8. Mentor/Buddy	

I have been informed about and understand the above items. Please return signed forms the HR Manager.

Name.....  
Signature.....  
Date.....

I confirm that the above Induction Programme has been completed for the above member of staff.

Name.....  
Signature of Head of Department/Line Manager.....  
Date.....