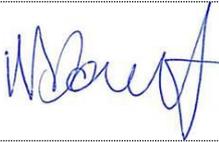




# Induction Model Policy & Procedure

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**November 2018**

<b>Signed (Chair Trustees):</b>	
<b>Date:</b>	<b>November 2018</b>
<b>Date of Review:</b>	November 2019

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

## **Section 1    Outline of Policy**

### **1. INTRODUCTION**

- 1.1 This policy is applicable to all staff who join the school other than Newly Qualified Teachers who are subject to their own induction programme.
- 1.2 This policy will provide guidance for Head teachers (or the nominated management representative) to ensure that new staff are provided with effective support so that they can fully meet the requirements of their job.
- 1.3 This policy is separate to the support staff probation policy and the Line Manager should be following both policies when a new member of support staff starts at the school.

### **2.0 SCOPE**

- 2.1 This policy applies to all school-based employees on permanent, temporary and fixed-term contracts.
- 2.1 This policy does not apply to Newly Qualified Teachers who are covered by the Newly Qualified Teachers Regulations.

### **3.0 AIMS OF THE POLICY**

- 3.1 This policy and procedure aims to give flexibility to managers to meet the needs of different employee groups and to introduce them in to their area of work.
- 3.2 The employee induction programme is designed to help employees become effective quickly and easily by:
  - a) Familiarising themselves with the School's ethos and values.
  - b) Helping them to develop the required skills and knowledge needed to do their job.
  - c) Being clear about their roles and responsibilities
  - d) Ensuring they are aware of the School's key policies and procedures.
- 3.3.1 The employee induction programme is designed to support the manager in inducting the employee in to the team by:
  - a) Improving morale, motivation and performance
  - b) Allowing managers to delegate, freeing time for key management activities.

- c) Acting as a control measure in reducing the likelihood of accidents, preventing injuries and associated costs.

## **4.0 KEY PRINCIPLES**

- 4.1 At this School we believe that effective induction is one of the best ways to welcome and integrate new members of staff to the School, thereby ensuring that they settle in and are able to work effectively and efficiently as quickly as possible.
- 4.2 All employees will be encouraged to ask questions before their induction is concluded and to identify any reasonable adjustments they may have.

## **5.0 ROLES AND RESPONSIBILITIES**

### **5.1 *Head teacher and HR Manager (or nominated representative)***

- 5.1.1 It is the Head teacher's and HR Manager's responsibility to ensure that an effective induction takes place for a new member of staff. The Head teacher and HR Manager will be accountable for the member of staff concerned, from the pre-employment stage through to greeting on the first day and ensuring all areas on the Induction Checklist (see appendix 1) are covered and understood by the end of the Probation or induction period.

### **5.2. New member of staff**

- 5.2.1 The new member of staff must ensure that they fully participate in the induction process and work with the Head teacher and HR manager to complete all the requirements listed on the Induction Checklist.

## **Section 2 Outline of the Procedure**

### **1 INDUCTION PROGRAMME**

#### **1.1 Prior to start date**

- 1.1.1 Prior to employees first day ensure that the following recruitment checks have been completed:
  - a) Right to work in the UK
  - b) 2 references

- c) DBS check
- d) Medical clearance
- e) Qualifications confirmed

1.1.2 The new staff members will also have received and/or completed and signed the following:

- a) Confirmation of employment letter
- b) Contract of employment
- c) Code of Conduct
- d) New starter paperwork

## **1.2 First Day**

1.2.1 Every effort should be made for the new member of staff to be greeted by the Head teacher on their first day, who should then introduce them to their Line Manager, and other relevant staff, as soon as possible. It will sometimes be appropriate to arrange for a later start time than normal so that sufficient time can be devoted to welcoming the new member of staff. The School's HR Manager will also welcome the new member of staff.

1.2.2 Once initial introductions have been made the Head teacher or HR Manager (or nominated representative) should:

- a) Give the new member of staff an Induction pack and arrange to go through this with them.
- b) Ensure the new member of staff feels welcome and at ease quickly.
- c) Organise a tour of the building pointing out toilets, emergency exits, places to eat and rest, and where possible arrange for someone to accompany the newcomer to lunch.
- d) Provide basic employment information including probationary requirements (see the Probationary Policy).
- e) Present an overview of the school and its ethos.
- f) Point out Health & Safety Procedures, fire exits, and drills.
- g) Complete the school's induction checklist with them (see appendix 1).

1.2.3 At the end of the first day review the checklist with the new member of staff, answer any questions and explore any concerns that they may have.

## **1.3 First Week**

1.3.1 During week one the Head teacher or HR Manager (or nominated representative) should ensure that the new member of staff has all the relevant information and support for the commencement of their new role.

## **1.4 First Month (for staff subject to probation only)**

- 1.4.1 By the end of the first month it is essential that the new member of staff has had an opportunity to fully understand the requirements of the role, and all the areas detailed above have been completed, and understanding checked with the Head teacher or HR Manager (or nominated representative).
- 1.4.2 As part of the 1<sup>st</sup> month review the Head teacher or HR Manager (or nominated representative) should:
- a) Set and agree expectations regarding standards of work and performance (see probation target setting form appendix 2)
  - b) Outline any responsibilities they may have in the School's Development Plan and how the role of the individual fits with "Keeping Children Safe".
  - c) Ensure that staff member is competent in meeting the expectations of the role.
  - d) Familiarise the member of staff with the specific aims, practices, and policies and procedures within the school.
  - e) Arrange mentor/buddy for newcomer if felt appropriate.
- 1.4.3 It is also essential that objectives and expectations are agreed and set for the performance year in order that the new member of staff has sufficient opportunity to discuss training and development needs and set and follow an effective plan of work (objectives and expectations should be set taking into account the relative position on the performance management calendar).
- 1.4.4 In line with the Probation Policy for support staff, the Head teacher (or nominated representative) will hold a 1 month review to formally discuss the new employee's performance with them. The outcome of this review will be recorded on the probation assessment form.

## **1.5 Third month**

- 1.5.1 The Head teacher or HR Manager (or nominated representative) must ensure that the member of staff meets regularly with them to discuss any issues they may have and review progress. Proper support in the early stages of employment will ensure staff retention and assist the newcomer to quickly become a fully integrated member of the school.
- 1.5.2 In line with the Probation Policy for support staff only, the Head teacher or HR Manager (or nominated representative) will hold a 3rd month review to formally discuss the new employee's performance with them. The outcome of this review will be recorded on the probation assessment form. Informal inductions meetings will be arranged for those staff that are not subject to probation.

## **1.6 Fifth month**

- 1.6.1 In line with the Probation Policy for support staff, the Head teacher or HR Manager (or nominated representative) will hold a 5th month review to formally discuss the new employee's performance with them. The outcome of this review will be recorded on the probation assessment form. Informal induction meetings will be arranged with staff that are not subject to probation.

## **1.7 Sixth month**

- 1.7.1 By the end of six months the Head teacher or HR Manager and the new member of staff should be confident that all areas of the induction have been covered and the Induction Checklist has been completed and placed on the member of staff's file

## **2 Record Keeping**

- 2.1 The induction checklist and all probation reviews should be kept on the employee's personnel file.<sup>1</sup>

## **Section 3: APPENDICES**

- Appendix 1: Induction Checklist  
Appendix 2: Probation Target Setting Sheet

## Appendix 1 – Induction Checklist

### INDUCTION CHECKLIST

Employee's details:		
Employee's Name:		
Job title:		
Pre-employment checks: (the following tasks must be completed before the employment is confirmed)		
Task	Checked by name and signature:	Date completed:
Offer letter and documentation sent to new starter		
Applicants identity confirmed		
Personal and pecuniary interests form received.		
Completed new starter form		
Completed disqualification form		
Medical clearance		
DBS clearance received		
Proof of eligibility to work in UK received.		
References received and checked		
Information Governance		
Qualifications Checked		
Email setup and active		
Security pass		
First Day (the following tasks must be completed on the employee's first day)		
Task:	Checked by name and signature:	Date completed:
Employee greeted and introduced to team		

Tour of the School building(s) (to include toilets, emergency exits, staff room etc.)		
Health and Safety procedures explained (cover, evacuation, security first aid and accident reporting)		
Induction Plan and probation procedures explained.		
Overview of school structure and when employee fits in.		
<b>First Week</b> <b>(the following tasks must be completed on the employee's first week)</b>		
<b>Task:</b>	<b>Checked by name and signature:</b>	<b>Date completed:</b>
Mentor/Buddy arranged		
Code of conduct read and sign (time should be given for employee to read and		
sign to confirm they have read it).		
ICT acceptable use policy read and signed (time should be given for employee to read and sign to confirm they have read it).		
HR policies and procedures explained to employee (explain to the new employee that they must read, understand and adhere to school policies).		
Set up mandatory training (e.g. Safeguarding, Child protection etc.).		
<b>First Month</b> <b>(the following tasks must be completed on the employee's first month)</b>		
<b>Task:</b>	<b>Checked by name and signature:</b>	<b>Date completed:</b>
Objectives set and work performance standards set.		
1 month probation review completed		
<b>Third Month</b> <b>(the following tasks must be completed on the employee's third month)</b>		
<b>Task:</b>	<b>Checked by name and signature:</b>	<b>Date completed:</b>

Objectives set and work performance		
3 <sup>rd</sup> month probation review completed		
3 <sup>rd</sup> month induction meeting (if applicable)		
<b>Fifth Month</b>		
<b>(the following tasks must be completed on the employee's fifth month)</b>		
<b>Task:</b>	<b>Checked by name and signature:</b>	<b>Date completed:</b>
5 <sup>th</sup> month probation review completed		
5 <sup>th</sup> / 6 <sup>th</sup> month induction meeting (if applicable)		
<b>Sixth Month</b>		
<b>(the following tasks must be completed on the employee's sixth month)</b>		
<b>Task:</b>	<b>Checked by name and signature:</b>	<b>Date completed:</b>
Probation approved (if applicable)		
Letter confirming appointment		
Induction list completed		

Note: The Manager and Employee should sign once all sections are marked as complete.

Employee's signature:	Manager's signature:
Date:	Date:



**Appendix 2 – Probationary - Performance Plan**

<b>Employee Name:</b>	<b>Reviewer:</b>
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Objective	Measure of	Timescale	Support	Outcome
E.g. To ensure that all Safeguarding procedures are	E.g. Reports have been completed and the Safeguarding	E.g. Immediately following a safeguarding	E.g. Safeguarding training	Describe whether the objective has been met, to what degree and whether the outcome is satisfactory

All objectives should be SMART objectives:

1. Specific – Objectives should specify what they want to achieve.
2. Measurable – You should be able to measure whether they are meeting the objectives or not.
3. Achievable - Are the objectives you set, achievable and attainable?
4. Realistic – Can you realistically achieve the objectives with the resources you have?
5. Time – When do you want to achieve the set objectives?

Proposed Dates of Interim Review Meetings:	1.	2.	3.	4.
Signed Employee:	Date:	Signed Reviewer:	Date:	