

P10 INDUCTION POLICY AND PROCEDURE

Review by Finance & Personnel Committee **December 2015**
Next review: **December 2017**
Responsible: **Vice Principal: Business Operations**

1. Introduction

- 1.1 Following the recruitment process, once the candidate has accepted the job, the academy must prepare for the new employee's arrival and induction. Failure to attend to this can create a poor impression and undo much of the positive view the candidate has gained throughout the recruitment and selection process. A good induction programme reinforces positive first impressions, clarifies expectations and ensures that direct guidance is provided which encourages good practice, leads to high standards of performances and ensures that staff feel supported.
- 1.2 This induction programme applies from day one of employment and should reflect integration into the academy over the initial term.
- 1.3 The induction element applies to all employees, teachers and support staff (whether full-time or part-time, permanent or temporary).

2. Policy Statement

- 2.1 This policy and procedure defines the induction process and how it should be managed in the academy.
- 2.2 The benefits of a good induction programme are; a more settled employee, a more effective response to training, lower staff turnover, and improved industrial relations. The guidance offered within this policy will enable line managers to effectively implement a structured plan to ensure that the induction meets the needs of the new employee. Additionally, even staff transferring from one part of the academy to another, need induction into the new area.

3. Equal Opportunities

- 3.1 The Bushey Academy is committed to equality of opportunity, and to promoting an ethos of dignity, courtesy and respect throughout the organisation. *For further information, please refer to the policy on equal opportunities.*
- 3.2 Every effort will be made to ensure that a fair and consistent practice, as detailed in this policy and procedure, is carried out.

4. Objectives

- 4.1 To provide an appropriate induction programme for all staff, governors and other volunteers, newly appointed, or transferring within, the academy, regardless of previous experience;
- 4.2 To provide training and information on academy policies, procedures and systems;
- 4.3 To provide a consistent and transparent process for the support and management of new employees and maintain open communication to facilitate clear understanding;
- 4.4 To provide opportunities for a new member of staff or volunteers to discuss any issues or concerns about their role or responsibilities;
- 4.5 To support individuals in a way that is appropriate for the role for which they have been engaged and confirm the conduct expected of staff within the academy;
- 4.6 To monitor and evaluate the effectiveness of the induction process to inform the development of appropriate strategies following recruitment.

5. Roles and Responsibilities

- 5.1 **The Induction Team (Vice Principal: Business Operations, Assistant Principal: Achievement & Progress, HR Manager and HR Assistant)**
to confirm understanding of the terms and conditions of employment, provide clarification on the Code of Conduct, present guidance on how to view the academy policies and procedures and give an overview of the academy as an organisation;
- 5.2 **The Health and Safety Officer (or Facilities Manager)**
to advise on any need for specific safety procedures or protective clothing, etc. and discuss how to raise any concerns over health and safety issues;
- 5.3 **The Subject Leader or Head of Department**
to provide the more local welcome to the organisation, explaining where that particular department or section fits within the organisation, providing the first round of introductions to the department;
- 5.4 **The Line Manager/Supervisor**
to have the greatest responsibility and interest in getting the new starter settled in and effective as soon as possible, which should include an over-view of safe working practices. This is generally where the use of a checklist can best be made, with the supervisor able to check easily what has been covered, what needs to be done, and any particular points that may need further explanation. (see Appendix 2)
- 5.5 **The Trade Union or Employee Representative**
to explain their role.

5.6 **The 'Buddy'**

to provide informal support and guidance to the new recruit. This person can help in those everyday questions such as restaurant facilities, introducing other co-workers, explaining the layout of the building, etc in an informal way as they occur. This process can also be a good way of providing a development opportunity to the person who acts as 'Buddy'.

6. **Induction Process**

6.1 The content and nature of the induction process will vary according to the role and previous experience of the new/transferred member of staff, governor or other volunteer. The Induction Self-Checklist (*see Appendix 1*) will enable them to take some responsibility for managing their own awareness of the academy.

6.2 As far as safeguarding and promoting the welfare of children is concerned the induction programme will include information about, and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, DSL and reporting procedures, anti-bullying, anti-racism, Prevent Duty;
- safe working practices and the standards of conduct, dress and behaviour expected of staff and students in the academy;
- how and with whom, any concerns about employment or welfare issues should be raised;
- health and safety and;
- reference to all other relevant personnel procedures e.g. sickness absence, capability, disciplinary, whistle-blowing, harassment, equality etc.

7. **SIX Steps to Induction:**

7.1 **Step One** – the process of induction starts before the employee commences employment. Upon issue of the job offer, the academy will send the employee relevant information regarding their employment and the establishment.

7.2 **Step Two** – a new employee signs and returns their acceptance of the job offer and they agree a start date and receive instructions for their first day e.g. start time, where to report to, etc.

7.3 **Step Three** – the line manager ensures everything is arranged for the new employee to start work (*see Appendix 2*) by allocating a work area. The HR Manager will organise computer access, keys and site access, ID badges, access to other admin services.

7.4 **Step Four** – the new employee is welcomed by the line manager, or designated colleague, who arranges for them to meet other employees they will be working with and shown all the facilities available.

The employee will be provided with a copy of the staff handbook and all relevant policy and procedures the academy has adopted and be asked to familiarise themselves with this information.

The new employee will also be informed of all relevant means of communication within the academy, including meeting dates and newsletters/notice boards. A calendar of events will also be provided.

7.5 **Step Five** – the line manager will arrange for all relevant training necessary at this stage to be booked in or arranged, either through official training courses or coaching within the academy, whichever is relevant.

7.6 **Step Six** – the line manager will ensure regular weekly updates are carried out with the new employee while they settle into the role and answer any concerns during the first six months.

8. Policy Review

8.1 This policy will be reviewed on a two yearly basis.

9. History

Version	Date	Changes	Approved
1	January 2011	New policy	FGB
2	May 2013	Minor changes and updates	F&PC
3	December 2015	Minor changes – updating of sections 6, 7 and appendices	F&PC

EMPLOYEE INDUCTION SELF-CHECKLIST

The aim of this Induction Checklist is to ensure that you are provided with the information you may need to settle in quickly to a role and start fulfilling your duties.

It is important to note that induction is not only for members of staff who are new to the academy, but also for staff changing their role within the organisation.

Please retain this document as your own checklist which can be used as a prompt when you meet with your Manager over the coming weeks.

Name	
Department	
Start Date	

Induction Checklist	Date / By Whom
Introduction to the role	
Explanation of the duties within the role	
Management structures - Trustees/Governors/SLT/Department/Team	
Advised who you will report to on a day to day basis	
Staff Induction Handbook – copy provided	
Code of conduct and standard of dress	
Structure of the academy day	
Introduction to the team/department/academy	
Introduction to colleagues within the team and an explanation of their roles	
Introduction to the department	
Vision, values and priorities – aims, objectives, AIP, department plan	
Staff Handbook and policies – reference point given	
Practicalities and Security	
Academy ID card – photo taken	
Tour of the building and introduction to Cucina	
Location of toilets/wash rooms	
Location of Staff Room	
Location of workstation/office, photocopier, fax machine, shredder	
Reprographics services	
Security access: keys, out of hour access/lone working	
Use of telephone functions/ Use of telephone for personal calls /mobile phone use (if applicable)	
Network and Outlook user name and log in provided	
SIMS/SLG explained	
Familiarisation with academy software including access to policies on the W drive	
Familiarisation with academy work processes (e.g. filing systems)	
Familiarisation with the website	
Academy calendar and key dates	



Local area	
How staff are identified – mnemonics	
Budget management procedures and compliance	
Conditions of Service	
Salary/Pensions details	
Job description – to sign and date	
Payment date/payment method – expenses, etc	
Contact names for information on pensions and superannuation scheme provided	
Working arrangements	
Starting/finishing times/hours of work	
Overtime / TOIL arrangements explained	
Holiday entitlement understood (start/end and pro rata)	
Procedure for booking holidays and obtaining authorisation	
Absence/sickness/lateness procedures (who to notify, by when, where to send certificates, authorisation)	
HR contact for other conditions of service and relevant policies e.g. maternity/paternity	
Disability support adjustments and arrangements	
Occupational Health screening (if relevant)	
Information about Trade Unions/professional bodies	
Date of first scheduled probationary meeting (support staff)	
Lunch duty (if applicable)	
Information to be Provided	
passport or document with NI number, proof of residence and full birth certificate	
Work permit and proof of ability to work in the UK	
Documents required to undertake DBS/Police Checks	
Qualification certificates	
Bank information for payroll and P45/P46	
Emergency contact information, next of kin, car registration details, – form completed	
Pension documentation	
Training, Appraisal and Probation	
Schedule of attendance at academy induction sessions	
Information on appropriate probation/appraisal scheme	
Name of mentor and introduction to mentor	
Requesting and booking internal/external training courses	
Staff development programme of events - CPD	
Details of academy performance pay and appraisal procedures	
Health, Safety & Welfare	
Health & Safety Policy	
Critical Incident Plan + Lockdown Procedures	
No Smoking Policy	
Fire Evacuation Procedure	
Location of fire exits/assembly points	
Location of fire alarms/fire extinguishers	
First aid and accident reporting procedure	



Location of first aid boxes/ first aiders and fire wardens	
On line H&S training	
Information on eye tests	
Display screen examination assessment (for pc users)	
Information on Occupational Health/counselling	
Staff welfare + benefits – eg Cycle scheme, childcare vouchers, fitness suite/classes, breakfast	
Environment and Sustainability	
Waste, recycling, security, energy awareness	
Transport – Travel Plan (e.g. lift share, bicycles, public transport) & procedures regarding student buses	
Maintenance and cleaning	
Communication methods	
Scheduled meeting cycles	
Internal telephone list – copy provided	
Team/department meetings	
Electronic communication (appropriate use) – internal/external	
Academy Newsletter/Staff Bulletin	
Website	
Other Areas of Professional Practice	
Child Protection and safeguarding	
Equality and diversity	
Code of conduct	
Behaviour management	
Whistleblowing	

STAFF INDUCTION – CHECKLIST AND LINE MANAGER’S GUIDE

This checklist provides a framework for the planning, delivery and evaluation of the staff induction process.

It must be actioned by the line manager/HR Manager as appropriate, although some items may be delegated to the mentor/buddy helping to settle the new staff member in. This checklist should be viewed as a template to guide people who are providing induction, and should of course be adapted to suit the job role, individual, location and circumstances.

New staff member

Start Date.....

Line Manager.....

Mentor/Buddy helping the new staff member settle in:.....

BEFORE EMPLOYMENT: Action from the date appointment is confirmed

Action required	Line Manager’s Notes (record any further action points, general comments or reminders)
Appoint an experienced colleague to help the new member to settle in, ensure they understand their role.	
Inform team of new staff member’s arrival and start date	
Identify and order any necessary equipment . E.g. computer, telephone, furniture, basic stationery, adaptations for disabled staff, etc	
Ensure the new staff member understands the arrangements for their first day i.e.	



time of arrival, who will meet them and where.	
Identify essential training and book if necessary. Await arrival to discuss further specific individual needs.	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature:</i> <i>Date:</i>

CERTIFICATE TO BE FILLED IN ON COMPLETION OF INDUCTION PERIOD

NEW MEMBER OF STAFF:.....

Action required	Line Manager's Notes
Maintain regular performance review discussions to check progress against work and learning objectives. Plan to undertake lesson observation (for teaching staff) Provide an opportunity for new staff to discuss any problems with you/their immediate manager	
Ensure that an experienced colleague is available to discuss day to day issues with the new member of staff	