

C22 Induction Policy

Contents	Page
1. Introduction	1
2. Aims	1
3. Responsibilities	1
4. Principles	2
5. Procedures	3
6. Policy Status and Review	3
7. Appendix a: Induction Checklist	5

1. Introduction

- 1.1 The Trust believes that all staff should be inducted in a timely manner, therefore encouraging them to integrate into their role and working environment as quickly as possible.
- 1.3 This policy applies to all staff who are newly appointed including those who are internally redeployed, transferred or promoted.
- 1.4 This policy should be cross referenced with the NQT Induction Policy and Probation Policy if appropriate.

2. Aims

- 2.1 This policy outlines the Trust's approach to ensuring all staff have a positive induction experience where they receive an appropriate level of information, instruction and support to enable them to work safely and effectively.
- 2.2 The aim of induction that underpins this policy is to integrate employees into their role, team, academy/department and the Trust.

3. Responsibilities

- 3.1 Induction is a two-way responsibility. While line managers are responsible for providing the means to support an effective induction, the employee has a responsibility for participating in it.

3.2 Employee Responsibilities

The employee has a responsibility to be proactive and fully apply themselves to their induction period and role. This includes:

- Taking responsibility for their own learning; applying themselves to the learning process and asking questions
- Cooperating fully in completing their departmental induction programme as agreed with their line manager
- Carrying out the duties and tasks in the manner described by their manager

- Immediately notifying their manager if they feel that they are not yet able to carry out the role safely and competently

3.2 Line Manager Responsibilities

The line manager is responsible for providing information, guidance and support during induction. This includes:

- Ensuring all staff who are new to the Trust attend the central induction session
- Developing and overseeing an appropriate programme of induction that provides a comprehensive introduction to their role
- Ensuring all legal obligations are satisfied including health and safety, safeguarding and data protection.
- Familiarising new staff with local facilities and practices
- Integrating new employees into the team and department

3.3 HR Responsibilities

HR are responsible for facilitating an effective staff induction through provision of appropriate information, guidance and support. This includes:

- Coordinating a central induction session for all new employees
- Providing a framework and supporting resources that enables line managers to coordinate an effective induction programme
- Providing advice and support to both managers and inductees
- Maintaining and updating the Induction Policy and procedures

4 Principles

- 4.1 The Trust recognises that starting a new job can be challenging. This policy and procedures are intended to provide clarity on induction protocols that will support employees to adjust and integrate during this challenging period.
- 4.2 In most cases, the length of induction will be between three to six months depending on individual and departmental requirements.
- 4.3 This policy outlines overarching principles of how to manage an employee's induction period. It is intentionally flexible to enable each induction to be customised to meet the needs of the individual and the Trust.
- 4.4 As a minimum, all staff must complete child protection and safeguarding training; and data protection training. Any other training relevant to their role will be determined by the employee's line manager.
- 4.5 It may not be necessary for all new appointees to be fully inducted, for example where there is an internal appointment. In these instances, it is at the discretion of the staff member and their manager to agree induction activities that will support the employee to be successful.
- 4.6 In some circumstances the induction period may be condensed with the agreement of both the staff member and the manager, for example for short-term appointments or secondments.
- 4.7 It is essential that managers give due regard to equality and diversity considerations during the planning and implementation of an induction programme. This will include information arising from the pre-employment health checks where appropriate.
- 4.8 Activities carried out during the departmental induction will be used to inform the probationary review (support staff only)

5. Procedures

5.1 Central Induction

New staff are required to attend a Central Induction session during their induction period. This session will:

5.1.1 Run twice per year in both East and West Sussex.

5.1.2 Welcome employees to the Trust, providing key information including:

- History and current operating context
- Vision and values
- Strategic aims

5.1.3 Introduce support functions

5.2 Departmental Induction

The departmental induction is a customised programme that reflects the requirements of the role and needs of the employee. As a minimum, this will include:

5.2.1 Information and training regarding health, safety and compliance as appropriate to the role

5.2.2 Mandatory safeguarding training and full details of local safeguarding policies and procedures. This includes:

- Child protection policy
- Staff code of conduct
- The safeguarding response to children who go missing from education
- The role of the designated safeguarding lead, as well as the identity of the designated safeguarding lead and any deputies

A copy of these policies will be provided during induction, along with Part One of the Department for Education's statutory guidance document Keeping Children Safe in Education.

5.2.3 Being introduced to colleagues and working practices within the team and Academy/department

5.2.4 Provision and familiarisation with facilities and equipment

5.3.5 Participation in a range of induction activities and training that develop knowledge and skill required for the role. This may involve online or face-to-face training, job shadowing and/or self-study.

5.2.6 Frequent one-to-one meetings to monitor progress and discuss additional support needs

7. Policy Status and Review

Written by	HR Manager		
Owner	HR Director		
Version	V1/2018	Status	Approved
Equality Impact Assessment	Initial Impact Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Full Impact Assessment	Yes <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>

JCC Consultation date	09/10/2018 – 31/10/2018
Approval date	10/12/2018 (Executive Team)
Review date	11/12/2021
Comments	This policy supersedes the separate induction policies previously adopted in East and West Sussex.

Appendix a: Induction Checklist

University of Brighton Academies Trust	Date completed
Introduction with line manager	
Overview of the Trust – values and culture	
Overview of academy/academies	
Where to find policies and procedures	

Job	Date completed
Overview of position and responsibilities, expectations and deadlines	
Overview of any specific job policies/procedures	
Introductions to tasks and the people with whom you will need to interact with	
An in-depth explanation of your specific required tasks	
Identify immediate role-specific training requirements	

Team/Department	Date completed
Introduction with colleagues	
Overview of the department and how your role fits in the department/academy	
Meeting with other key contacts in the department/academy	

Facilities	Date completed
Tour of the academy/office – toilets, staff room, kitchen, refreshment (if applicable)	

Internal Practises	Date completed
Working hours/pattern	
Lunch breaks	
Dress code	
How/where to post mail	
Absence reporting procedure	
Booking annual leave and other planned absences	
Where to find current policies	
Security measures e.g. signing in and out of the academy/office	

Probationary Period	Date completed
Outline the probationary period and timeframe of reviews	
Explain how the reviews will be conducted and confirm by whom	
Send calendar invites for the probationary review meetings	

ICT	Date completed
Desk set-up (if applicable) and key equipment overview	
Introduction to key programmes/software used to carry out job	
Introduction to the ICT systems used by the individual/group/department	
How to contact ICT for support	

Health and Safety Training	Date completed
Online fire/health and safety training	
Identify role-specific training requirements e.g. for using certain equipment	
Identify any specialist equipment needs e.g. footrest, lift pass, vertical mouse etc.	
Where to find a first aider	
Where the fire exits are, and evacuation procedure	
Where the fire assembly point is	

Safeguarding	Date completed
Who the key contacts are e.g. Designated Safeguarding Lead	
Keeping Children Safe in Education – part 1	
Safeguarding policies and procedures	
Online child protection training	
Online prevent training – extremism and radicalisation	

Data Protection	Date completed
Who the key contacts are e.g. Data Protection Officer	
Data protection policies and procedures	
Online GDPR training	

Other	Date completed

Employee.....Date.....

Line Manager.....Date.....