Tudhoe Learning Trust

Induction

Policy and Procedure

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Introduction

Induction is the process of helping a new employee to settle down into a new job as soon as possible by becoming familiar with the people, the surroundings, the job and its targets and priorities, the Trust, school and the community.

When an employee receives their employment contract, they will receive a welcome pack which will include summary information relating to the Trust. Once an employee commences in their post, they will receive a more detailed induction which will be undertaken by an induction manager in the school to which they are aligned.

Starting a new job is an anxious time for anyone. No matter how eagerly a recruit looks forward to a new job, there is bound to be concern about some aspects of it. Helping a new employee to settle down quickly is not just a question of kindness; it also makes good organisational sense and benefits the school as a whole. Whatever the type of job, induction will be beneficial to the individual and the school. It is likely to need to vary according to the level of the post, the nature of the duties and the familiarity of the individual with the work. But there are certain essential principles to observe:

- it will need to be spread over several days or weeks
- it should take account, wherever possible, of the individual's own wishes and aspirations
- people can take in only a limited amount of information at a time
- safety must have high priority. If there are special safety regulations, protective clothing, particular dangers from the process or environment, these must be made clear on the first day of employment
- the layout of the school and the introduction to work colleagues should be covered early in the process
- induction should follow a systematic plan
- written information (e.g. in a school handbook) can be useful especially if it includes a copy of the induction programme
- the immediate supervisor has the main responsibility and the greatest interest in seeing that a new member of the team is settled in and established as an effective employee as soon as possible
- a specially nominated colleague (or "sponsor" or "mentor") can make a valuable contribution in easing the employee into the new responsibilities
- professional association and trade union representatives can be given an opportunity to explain procedures and organisation within the school.

This Induction Procedure applies to all staff in the Trust. Volunteers, agency workers, Governors and Trust Directors will receive a tailored induction programme which include key information. Safeguarding and Child Protection will feature prominently in every induction programme.

The objectives of staff induction are to:
- integrate staff into the Trust/school
- provide staff with access to the resources they require to perform their job efficiently and effectively within a short timeframe
- provide support to enable staff to:
  - understand their role within the Trust/school
  - contribute effectively to the success of the Trust/school
  - understand processes and procedures, structures and standards
  - develop a positive attitude to their work and the Trust/school

- o be aware of their legal responsibilities including those relating to fellow staff and to health and safety
- enhance staff retention.

Employees are owed a duty to ensure that they receive appropriate training, support and review. Similarly, employees owe a duty to prove themselves in their job. It is therefore the responsibility of managers to instil positive attitudes to attendance, performance and safety at work, and to enable employees to settle quickly into the job by:

- Introducing them to their colleagues, their working environment, and the culture and values of the Trust/school.
- Planning clear communication and initial training that identifies standards, targets and priorities.
- Monitoring the ability of the employees to achieve these requirements.
- Making them aware of their responsibilities under health and safety and equalities legislation.
- Providing the necessary support and guidance throughout this period to enable them to reach the required standard and become effective and motivated members of their teams.

In applying this policy, the Trust will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:
- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

The operation of this Policy will be kept under review and changes will be made as deemed appropriate.

The Induction Process

The first few months will be the most crucial time for staff. This is when attitudes and opinions are formed about the organisation and, if managers do not handle this process well, the result will usually be demotivation, negative attitudes and poor performance.

A good induction programme is one which excludes repetition of things already correctly learnt and things which are irrelevant to the job but which misses out nothing that needs to be taught. For this reason, the detailed guidelines which appear later in this document should be used as models and thought-starters and may be tailored to suit an employees' previous experience.

The induction programme should introduce the employee in a relevant way to their immediate working environment and their job including colleagues, expectations of conduct and performance. The aim of the induction is to make the employee feel an integral part of the Trust and school and enable them to settle into their job so that they can become productive and effective in the shortest possible time. If the programme is not relevant and presented appropriately to the employee, resources will be wasted and vital training will be missed.

Levels of induction

Staff will need different levels of induction:
a)   *School Level Induction*
         Many staff prefer induction delivered face to face. The preferred option is that
         key school leaders hold informal briefing sessions where staff can ask questions.
         Checklist A suggests items to be included. This includes:
         1.   Key messages
         2.   Priorities and objectives
         3.   Structure, roles and responsibilities
         4.   Key contacts including partners and stakeholders and locations

b)   *Team Level Induction*
         This induction will focus on the domestics of the work area and more detail about
         roles and responsibilities. The induction may involve briefings from the team
         manager or colleagues.
         Checklist B suggests items to be included. This includes:
         1.   Workplace familiarisation
         2.   Workplace procedures
         3.   Fire procedures
         4.   First aid and other health and safety information
         5.   Ways of working within the team

Preparing the Induction plan

The induction manager should use the induction plan sheets to help identify items which
will be of importance to staff but is not intended that all staff should work slavishly
through each item. Rather staff may be reminded of their responsibility to make
themselves aware of and comply with all Trust and School Policies. Headings have been
given as thought-starters and managers may add other items which are relevant to their
work and situation. Both the manager and the staff should have a copy of the induction
plan.

The column headings can be used as follows:

Inductor's notes   should be used as a preparation aid by the relevant manager and
                         reminder of things to say and particular points to highlight at any
                         stage of the process.
Responsibility   to be used to identify who is responsible for covering parts of the
                         induction. This could be the manager, a work colleague or, where
                         self-study is required, the staff member.
Signature / Date   To record that the individual has been through that particular
Team Manager   section of induction.
and Employee

During the manager's preparation period, the following questions will need to be
considered to ensure that the induction to be given is relevant to the needs of the
employee:
•   What previous experience does the person have?
•   Where has the person worked prior to working in the school?
•   How has the job been done before?

It is important to focus at an early stage on the health and safety aspects of the job.
Where potentially hazardous tasks are to be undertaken, a practical assessment of the

employee's competence should be undertaken before they actually carries out such a task. Please refer to separate guidance from Health and Safety. Where alternatives are not provided by the school, arrangements should be made for attendance on an appropriate course.

Training needs analysis
The induction process should also identify any training needs that the individual has in order to perform their job to the desired standard.

Keeping records
A note should be kept of the induction plan and progress with completing it. Once it is completed, the signed record should be kept on the employees' personal file.

Further Information

If you would like any further information or advice in relation this Policy please contact the Trust HR Manager on 01388 811 765 or office@tudhoelearningtrust.co.uk.

Tudhoe Learning Trust
Induction Planning Sheet

Item	Inductor's notes	Responsibility
Before starting Prepare induction plan Brief other managers and colleagues Organise work area Prepare working equipment including access to systems Notify other staff - within department - outside department - outside school as necessary Amend telephone directories If a DSE user, make arrangements for Eye Screening if required. Arrange for Personal Protective Equipment if required. Other items - please specify		

Tudhoe Learning Trust
Checklist A – School Level Induction
(To be completed by the Head Teacher or Deputy Head Teacher)

Item	Inductor's notes	Responsibility
1. Key messages		
2. Priorities and objectives		
3. Structure, roles and responsibilities		
4. Key contacts including DSL, DDSL, partners, stakeholders and locations		
5. Budgets/financial arrangements		
6. Development opportunities		
7. Provided with a copy of the staff handbook		
8. Other items - please specify		

Tudhoe Learning Trust
Checklist B – Team Level Induction *(relevant areas to be completed by the Head Teacher or Phase Leader)*

Item	Inductor's notes	Responsibility
Before starting Prepare induction plan Brief other managers and colleagues Organise work area Prepare working equipment including access to systems Notify other staff - within department - outside department - outside school as necessary Amend telephone directories If a DSE user, make arrangements for Eye Screening if required. Arrange for Personal Protective Equipment if required. Other items - please specify		

Employee Name: **School:**

	Item	Inductor's notes	Responsibility	Signature / date Team manager	Signature / date Employee
A	**Arrival, welcome and scene-setting** Personal introductions to colleagues and immediate work team Explain the purpose of induction				
B	**Workstation and building** Fire and evacuation drills, fire exits, normal exits and entrances (Provide a layout plan of the building if possible) Work space and equipment Official rest breaks Toilets, rest-room and kitchen facilities Location of photocopier and copyright issues Public telephones and use of mobile phones at work Smoking Policy Personal postage arrangements and stamp purchases Identity badge, key fobs given Other items - please specify				

	Item	Inductor's notes	Responsibility	Signature / date Team manager	Signature / date Employee
C	**Job related aspects** Discuss duties and job description and team roles Job objectives and expectations of performance Training Needs Analysis Performance management/Appraisal system Timetable Behaviour Policy Marking Policy Any imminent meetings and functions				
D	**Conditions of service** Attendance times, flexi time and time recording system (if applicable) Pay arrangements explained Expenses procedure Term dates/training days Sickness absence procedure Probation Policy Trade union membership Procedure for obtaining security pass				

	Item	Inductor's notes	Responsibility	Signature / date Team Manager	Signature / date Employee
E	**Health and safety** First aid arrangements Accident reporting procedures Violence procedure Internal security Introduction to Health & Safety Policy Manual Handling procedures DSE user awareness (if appropriate) DSE eye screening (if appropriate) Personal Protective equipment (if appropriate) Job-specific health and safety information and risk assessments Discussion of further Health and Safety training and specific courses Health and safety guidelines Health promotion initiatives				

	Item	Inductor's notes	Responsibility	Signature / date Team Manager	Signature / date Employee
F	**Workplace standards** Code of Conduct Equality in Employment and Harassment Policies Safeguarding and Child Protection Policies & Peer on Peer Abuse Procedures for managing children who are missing from education/School lock down procedure Behaviour Policy Whistle Blowing Policy Telephone system and standards Office or workplace cover rules Mail and post procedures Administration arrangements Location of supplies e.g. stationery Standards for record-keeping, security and communications Computer security and virus checks Access to all employment policies Access to all Trust and School policies				