



Tudhoe Learning Trust

Induction

Policy and Procedure

Approved by:	Trust Chief Executive Officer	Date: March 2026
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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. 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 employees new to the Trust. If the school has a long-term supply within the school, the induction can also be used. Volunteers, agency workers, Governors and Trust Directors will receive a tailored induction programme which include key information and training. Safeguarding and Child Protection will feature prominently in every induction programme.

The objectives of staff induction are to:

- integrate new employees into the Trust/school
- provide new employees with access to the resources they require to perform their job efficiently and effectively within a short timeframe
- provide support to enable new employees 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

- be aware of their legal responsibilities including those relating to fellow staff and to health and safety
- enhance employee 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 new employees. 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 an 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

New employees will need different levels of induction:

a) *School Level Induction*

Many new employees prefer induction delivered face to face. The preferred option is that key school leaders hold informal briefing sessions where they can be asked 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

School and Team level induction should commence on the new employees' first day and be completed within 3 days of starting in the role.

Preparing the Induction plan

The induction manager should use the induction plan sheets to help identify items which will be of importance to new employees but is not intended that all staff should work slavishly through each item. Rather new employees 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 new employees 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 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.

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 carry 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 must 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.

Upon completion of school and team level induction a copy of the signed induction checklist must be forwarded to the Trust HR Manager to enable induction to be recorded centrally.

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.



Induction Planning Sheet

Employee Name	
Inductors Name	

Prior to Starting *(To be completed by the Head Teacher or Line Manager)*

Item	Inductor's notes	Responsibility
Prepare induction plan for team / staff 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		

Induction Checklist A - School Level Induction on Employee's First Day

(To be completed by the Head Teacher/Line Manager or School Office Manager/Administrator)

Item	Inductor's notes	Responsibility
1. Key messages		
2. Priorities and objectives		
3. Structure, roles and responsibilities		
4. Key contacts including DSL, DDSL, stakeholders and locations		
5. Budgets/financial arrangements		
6. Development opportunities		
7. Confirm receipt of Contract, Welcome Pack and New Employee Form		
8. Other items - please specify		

Induction Checklist B - Team Level Induction

(Relevant areas to be completed by the Headteacher, Phase Leader or School Office Manager/Administrator)

Employee Name:

School:

	Item	Inductor's notes	Responsibility
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		
	Toilets, rest room and kitchen facilities		
	Location of meal facilities		
	Location of photocopier and copyright issues		
	Public telephones and use of mobile phones at work		
	Smoking Policy		
	Personal postage arrangements and stamp purchase		
	Identity badge, keys or key fobs given		

	Other items - please specify		
	Item	Inductor's notes	Responsibility
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		
	Any imminent meetings and functions		
	Other items - please specify i.e policies (marking, behaviour) timetable.		
D	Conditions of service Attendance times, flexi time and time recording system (if applicable)		
	Pay arrangements explained		
	Expenses procedure		
	Term dates/training days		
	Probationary Period Reviews		
	Sickness absence procedure		
	Trade union membership		
	Procedure for obtaining security pass		

	Item	Inductor's notes	Responsibility
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
F	Workplace standards		
	Code of Conduct		
	Harassment Policy		
	Child protection/safeguarding		
	Child on Child Policy		
	Prevent Sexual Harassment Policy		
	Procedures for managing children who are missing from education/school lock down procedures		
	Behaviour Policy		
	Whistle Blowing		
	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, virus checks and cyber security		
	Access to all employment policies		

	Access to all Trust / School policies		
	Complete GDPR/DPA/ Prevent Sexual Harassment Training via the National College		

I can confirm that I have been informed about and understand all the above items relevant to my employment with Tudhoe Learning Trust.

Employee Signature:		Date:	
Line Manager Signature:		Date:	

Please send completed signed forms to the HR department within 5 days of employees start date.