



# Induction Policy

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# DOCUMENT CONTROL

## Document title

HR26 – Induction Policy

## Author

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## Version number

4

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For use from 1 November 2024

## Date of review

Summer 2027

## Revision History

REVISION	DATE	AUTHOR	NOTES
1	01/06/2019	Helen Ruddle	New policy
2	19/07/2019	Helen Ruddle	Updated Educare modules
3	1/9/2020	Helen Ruddle	Additional mandatory Educare module added to include Equality & Diversity training for all workers/employees as outlined in section 3
4	09/10/2024	Julie Bush	Amendments include Reference to NQT removed and replaced with ECT; Section 4 added to include detail of the new employee handbook; 5.1,5.2 & 5.4 updated to reflected additional Bullying & Harassment training modules to be completed and additional policies to be read; 5.5 updated to reflect removal of SLT/AAB and ELT training modules no longer available; Appendix 1 & 2 updated to reflect the above changes and timescales to complete. Consultation completed with JNC members.

# 1. INTRODUCTION

Delta Academies Trust is committed to achieving the highest possible standards of service and ethical standards.

The Trust recognises that our staff are key to delivering high quality educational outcomes, supporting children and young adults and keeping them safe. In order to ensure that staff are able to carry out their duties safely and effectively, we recognize they need an appropriate induction and ongoing CPD.

This policy sets out the minimum expectations of professionals and leaders in order to successfully induct staff into the new roles. Roles covered under the policy include:

- Teaching staff (inc. supply, ITT, ECT, etc.)
- Non-teaching staff (inc. administration, caretaking, cleaning and catering)
- Core Trust staff (inc. Specialist Directors)
- Board of Trustees and Academy Advisory Body (AAB) Members
- Volunteers
- Contractors and those working onsite through various agencies

This policy should enable all new staff and those whose roles/sites have changed to integrate into their new surroundings and work effectively both individually and part of the team.

The Trust has prepared this Policy so as to enable workers/employees to receive the appropriate level of induction when engaging with the Trust. The Trust would rather that workers/employees raised any issues with the induction process immediately in order that it can be rectified immediately.

At all stages within this policy, and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals commencing employment with the Trust and/or where revised roles have been identified.

# 2. AIMS OF THE INDUCTION POLICY

The Policy aims to:

- Establish a comprehensive and consistent induction process;

- Provide structured support and guidance that is appropriate to the role/individual;
- Ensure that workers/employees have a good understanding of Trust/Academy policies and procedures to keep themselves, pupils and other service users safe;
- Encourage workers/employees in the Trust and its academies to feel confident that they are prepared for the role in which they are to commence and;
- Identify their potential for career development and provide structured opportunities for CPD.

### **3. THE SCOPE OF THE POLICY**

This policy may be used by all worker/employees of the Trust. The term worker/employee broadly includes employees, contractors, agency worker/employees, trainees, volunteers and a person who is or was subject to a contract to undertake work or services for the Trust. This includes permanent and temporary employees, and employees seconded to a third party.

Academy AAB members and Trust Board members should also refer to this policy in the induction of new members.

### **4. EMPLOYEE HANDBOOK**

All staff, including existing and new will be issued with a copy of the Trusts Employee Handbook. The handbook further supports new staff induction into the organisation which will help to communicate the organisation's values, policies and procedures. The handbook has been developed to introduce new staff to the organisation, explaining who people are, how to do things and where to go for further support or guidance.

### **5. INDUCTION PROCEDURE**

All new staff will follow an induction process which is carefully managed by the appropriate appointed person. This is usually a member of the senior leadership team however it may be appropriate for the process to be supported by the individual's line manager.

The appointed person must ensure that the individual is aware of and has agreed to abide by the relevant Trust policies and procedures. Certain policies/procedures are for reference only however statutory policies/procedures may require a written acknowledgement of acceptance and understanding. Further information on which category each policy/procedure falls into can be found at appendix 1/2 (Induction Checklist). All policies are available on the Academy VLE and/or SharePoint.

The appointed person must ensure that the individual is able to complete the training required during the induction period, is provided with a reasonable period of time to read documents and complete training and ensure there are no potential barriers preventing them from doing so (e.g. ICT skills, literacy skills). Where any potential barriers are identified, reasonable steps must be taken to support the individual in being able to complete their induction. HR support should be sought to provide guidance where necessary.

## **5.1. Mandatory policies to be read/training to be completed on day one of employment**

- Read Keeping Children Safe in Education – part one
- Read HR13 Delta Child Protection Statement
- Read HR15 Delta Staff Code of Conduct Policy
- Complete face to face Safeguarding training (academy based roles)
- Read HR27 Delta Dress Code

## **5.2. Policies and procedures covered during the first week of employment may include:**

- Read Delta E-Safety Policy
- Read Delta Data Protection Policy
- Complete Educare Child Protection in Education training module
- Complete Educare A practical guide to the GDPR for Education training module
- Complete Educare Bullying and Harassment in the Workplace training module
- Complete Educate Equality & Diversity training module
- Health and safety processes (including site access/security, evacuation, nominated first aiders/Fire Marshall/H&S representatives);

- ICT systems (including issue of email address, setting up access on academy/Trust ICT systems);
- Assessment advice, recording, reporting and resources; and
- Absence reporting (Awareness of HR02 Delta Sickness Absence Policy and local reporting procedures).
- Awareness of HR25 Delta No Smoking Policy

### **5.3. Site tour**

The Principal/Head of Academy/Line Manager will ensure that new staff are given a tour of the site they are based at. This may include:

- Walk around site identifying location of relevant resources;
- Introductions to colleagues;
- Local procedures in place including reporting concerns and issues, etc.; and
- Any other relevant information.

### **5.4. Mandatory policies to be read/training to be completed during the first eight weeks of employment**

- Read Academy Child Protection and Safeguarding Policy
- Read HR06 Delta Bullying and Harassment Policy
- Awareness of other Delta HR policies (including disciplinary, capability, pay, appraisal, grievance, etc.)
- Awareness of Delta H&S policies (including H&S Policy; First aid, accident and incident Policy and Fire Evacuation and Critical Incident Policy)
- Awareness of Delta Gift Hospitality and Entertaining Policy
- Awareness of Delta Anti-Fraud Bribery and Corruption Policy
- Read The Seven Principles of Public Life - [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life)
- Read the Academy Care, Support, Guidance and Behaviour Policy
- Complete Educare The Prevent Duty training module
- Complete Educare SEND Awareness training modules (Autism awareness, dyslexia awareness and ADHD awareness) (for academy based roles)

- Complete Educare Use of reasonable force in schools training module (for academy based roles)
- Awareness of Trust benefits available (e.g. Care First - Employee Assistance Programme, 24/7 On demand GP, Occupational Health, Cycle to Work scheme, Pension scheme, etc.)

## **5.5. Additional policies/procedures/training to be covered during the first eight weeks of employment (role specific):**

- Read HR04 Delta Safer Recruitment Policy (if involved in recruitment activities)
- Complete Educare Safer Recruitment training module (if involved in recruitment activities)
- Read HS03 Delta Risk Assessment Policy (if required to undertake risk assessments)
- Read Academies Financial Handbook (if involved in financial activities)
- Read Delta Governance Handbook (if involved in governance activities)
- Complete Educare Child Protection Advanced training module (SLT/DSL roles)
- Read Delta Learning outside the classroom Policy (if involved in trips)
- Read Delta Offsite visits operational procedures (if involved in trips)
- Read Delta Minibus and transport guidance (if involved in trips)

## **5.6. Support during induction period**

All new staff will be allocated a mentor to provide support and guidance on a regular basis. New staff will have access to their line manager and/or their SLT link in order to discuss any additional training needs and/or difficulties they may be experiencing. This is in addition to the Trust appraisal procedures which support staff throughout their working life.

Informal discussions should be held regularly with an informal induction review at the end of the first month, with a formal review held before the end of the 6 month probation period.

Following successful probation, it is recommended for termly meetings to take place during the first 12 months of an individual commencing employment and/or changing



roles with the Trust. These discussions should identify and resolve any informal concerns from both parties during their first year.

## 6. GUIDELINES PRIOR TO APPOINTMENT

All applicants are provided with essential information and an opportunity to visit the relevant site prior to recruitment events and any subsequent appointment. All new staff and/or those who are relocating/changing role should be invited to engage with the Academy prior to their commencement date. The line manager should make clear when the individual is expected to commence employment, where they should report to and at what time. It should also be made clear what is expected of them on their first day. This should all be confirmed to the individual at least one week in advance of their start date.

Should an induction meeting be arranged prior to the individuals start date, it should be made clear what support is available to the individual between the date of the induction and the start of their employment. If the induction meeting is to be held on the first day of the individual's employment, provision must be arranged and put in place prior to the induction meeting to allow the individual time to attend the meeting and subsequent time to review all relevant policies/procedures under which they will be working to.

## 7. ROLE TRANSITION

At some stage during an employee's career, it may be possible or necessary to adopt a new role or implement a change to an existing role. This may take the guise of subject responsibility and/or management responsibility. Wherever the need arises and where an induction into the new role is deemed necessary, the Trust will ensure that the individual receives information on:

- The new role and its responsibilities (inc. line management);
- Any relevant individual and subject targets;
- A review of the new job description;
- A training needs analysis;
- Details of how the transition will take place inc. approx. timescales, discussions with present post-holder, links with outside agencies where necessary; and

- Agree an implementation plan.

## **8. MONITORING AND REVIEW**

Through monitoring and review, the Trust will ensure that

- Individual records will be treated as confidential
- Consistency of application across the Trust
- An Equality Impact Assessment is completed

This policy will be reviewed every three years, or when there are changes to relevant legislation, by the Trust in conjunction with the JNC Policy Committee.

# APPENDIX 1 – ACADEMY INDUCTION CHECKLIST

Employee Name: \_\_\_\_\_ Post: \_\_\_\_\_

Academy: \_\_\_\_\_ Start date: \_\_\_\_\_

	Day 1	During First Week	During 2-8 weeks	During 2 - 6 Months
<b>Welcome by Line Manager</b>				
Meet and greet Line Manager on arrival				
Issued a copy of induction plan and timetable for the first week, Line Manager to go through and clarify				
Work place tour – where things are kept/facilities etc				
Introduction to the Academy HR Representative				
Introduction to the Academy Mental Health First Aider				
General housekeeping, tea & coffee				
Line Manager to discuss structure of organisation, academy and team				
Provide key contacts list with mobile numbers and email addresses				
Working hours, school holiday calendar				
Go through HR27 Staff Dress Code				
Information on local area – supermarkets, petrol stations				
Allocation of work for first week				
Team meeting schedule, dates in diary				
Annual leave entitlement (where relevant)				
Set date for 1-2-1 meetings				
Shadow experienced colleagues on key projects (if relevant to role)				
Probation review meeting				
<b>Briefings</b>				
Welcome by Executive Principal/Principal/Head of Academy				
Head of Department				

Subject Directors (Secondary posts)				
Directors of Learning (Primary posts)				
<b>Health and Safety</b>				
Health and safety procedures				
Fire Exits				
Health and Safety Representatives				
First Aiders				
Access card photograph to be taken				
<b>ICT</b>				
Issue email address and login details				
Training on VLE/SharePoint				
Issue of equipment				
Access for academy ICT systems/programmes required for role				
<b>Policies and procedures (compulsory for <u>all</u> academy employees)</b>				
Keeping Children Safe In Education (KCSIE) – part one				
HR13 Child Protection Statement				
HR15 Staff Code of Conduct				
Delta E-Safety Policy				
Delta Data Protection Policy				
Educare Child Protection in Education training module				
Educare Bullying and Harassment in the Workplace				
Educare The Prevent Duty training module				
Educare A Practical guide to the GDPR in Education training module				
Academy absence reporting procedure				
Academy Child Protection & Safeguarding Policy				
Fire Safety Policy				
Accident & First Aid Policy				
Awareness of HR01 Delta Disciplinary Policy				
HR02 Delta Sickness Absence Policy				
Awareness of HR03 Delta Capability Policy				
Awareness of HR05 Delta Grievance Policy				
HR06 Delta Harassment & Bullying Policy				
HR09 Delta Whistleblowing Policy				

Awareness of HR11 Delta Alcohol & Substance Misuse Policy				
HR14 Delta Equality & Diversity Policy				
Educare Equality & Diversity training module				
Awareness of HR16 Delta Dealing with allegations against staff policy				
Awareness of HR19-HR23 Delta Family Leave Policies				
HR25 Delta No Smoking Policy				
Health & Safety Policy				
Awareness of Travel & Subsistence Policy (incl. expenses)				
Awareness of Gift Hospitality and Entertaining Policy				
Awareness of Anti-Fraud Bribery and Corruption Policy				
CCTV Policy				
Awareness of DSE Policy				
The Seven Principles of Public Life – <a href="http://www.gov.uk">The Seven Principles of Public Life - GOV.UK (www.gov.uk)</a>				
<b>Policies, procedures and training (department/role specific)</b>				
HR04 Delta Safer Recruitment Policy (if involved in recruitment)				
Delta Care, Support, Guidance and Behaviour Policy (teachers/teaching support staff)				
HS03 Delta Risk Assessment Policy (if required to undertake risk assessments)				
DELTA Governance Handbook (if involved in governance activities)				
Academies Financial Handbook (if involved in financial activities)				
COSHH Policy (if involved in use of chemicals)				
Working at Height Policy (if role involves working at height)				
Educare Use of reasonable force in schools training module (if working in academies/schools)				
Educare SEND Awareness training modules (Autism awareness, dyslexia awareness and ADHD awareness) (if working in academies/schools)				
Educare Safer Recruitment training module (if involved in recruitment)				
Educare Child Protection Advanced training module (SLT/DSL roles)				
Educare Manual Handling Techniques (for all Site Asst/Supervisor/Mgr roles)				
Delta Learning outside the classroom policy (if involved in trips)				

Delta Offsite visits operational procedures (if involved in trips)				
Delta Minibus and transport guidance (if involved in trips)				
<b>Employee Benefits</b>				
Awareness of Trust benefits website				
Awareness of Cycle to work				
Awareness of Technology scheme				
Awareness of Employee Assistance Programme				
Awareness of Occupational Health				
Awareness of Free 24/7 On Demand GP				
Awareness of Free Will writing service				
Awareness of Pension Scheme				

The employee and the line manager should sign below to confirm the above items have been covered during the induction period:

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_

## APPENDIX 2 – CORE TEAM INDUCTION CHECKLIST

Employee Name: \_\_\_\_\_ Post: \_\_\_\_\_

Department: \_\_\_\_\_ Start date: \_\_\_\_\_

Line Manager / Induction Manager: \_\_\_\_\_

	Day 1	During First Week	During 2-8 weeks	During 2 - 6 Months
<b>Welcome by Line Manager</b>				
Meet and greet Line Manager on arrival				
Issued a copy of induction plan and timetable for the first week, Line Manager to go through and clarify				
Workplace tour – where things are kept/facilities etc.				
Introduction to Core HR representative				
Introduction to Mental Health First Aider				
General housekeeping, tea & coffee				
Line Manager to discuss structure of organisation and team				
Provide key contacts list with mobile numbers and email addresses				
Working hours, school holiday calendar				
Go through HR27 Staff Dress Code				
Information on local area – supermarkets, petrol stations				
Allocation of work for first week				
Team meeting schedule, dates in diary				
Annual leave entitlement (where relevant)				
Set date for 1-2-1 meetings				
Arranged meetings with academies				
Shadow experienced colleagues on key projects				

Probation review meeting				
<b>Department briefings</b>				
Welcome by CEO				
Human Resources & Recruitment				
ICT				
Health & Safety				
Facilities				
Finance				
Teaching Schools				
Compliance				
Education Improvement				
<b>Health and Safety</b>				
Health and safety procedures				
Fire Exits				
Health and Safety Representatives				
First Aiders				
Access card photograph to be taken				
<b>ICT</b>				
Issue email address and login details				
Issue of equipment				
Training on VLE/SharePoint				
Access to ICT systems/programmes relevant for role				
Meeting room bookings and equipment				
<b>Policies and procedures (compulsory for <u>all</u> core team employees)</b>				
Keeping Children Safe In Education (KCSIE) Part One				
HR13 Child Protection Statement				
HR15 Staff Code of Conduct				
Delta E-Safety Policy				
Delta Data Protection Policy				



Core Team absence reporting procedure				
Educare Bullying and Harassment in the Workplace training module				
Educare The Prevent Duty training module				
Educare A Practical guide to the GDPR in Education training module				
Educare Child Protection in Education training module				
Fire Safety Policy				
Accident & First Aid Policy				
Awareness of HR01 Delta Disciplinary Policy				
HR02 Delta Sickness Absence Policy				
Awareness of HR03 Delta Capability Policy				
Awareness of HR05 Delta Grievance Policy				
HR06 Delta Harassment & Bullying Policy				
HR09 Delta Whistleblowing Policy				
Awareness of HR11 Delta Alcohol & Substance Misuse Policy				
HR14 Delta Equality & Diversity Policy				
Educare Equality & Diversity training module				
Awareness of HR16 Delta Dealing with allegations against staff policy				
Awareness of HR19-HR23 Delta Family Leave Policies				
HR25 Delta No Smoking Policy				
Health & Safety Policy				
Awareness of Travel & Subsistence Policy (incl. expenses)				
Awareness of Gift Hospitality and Entertaining Policy				
Awareness of Anti-Fraud Bribery and Corruption Policy				
CCTV Policy				
Awareness of DSE Policy				
The Seven Principles of Public Life - <a href="http://www.gov.uk">The Seven Principles of Public Life - GOV.UK (www.gov.uk)</a>				
<b>Policies, procedures and training (department/role specific)</b>				
HR04 Delta Safer Recruitment Policy (if involved in recruitment)				

Delta Care, Support, Guidance and Behaviour Policy (if working in academies/schools)				
HS03 Delta Risk Assessment Policy (if required to undertake risk assessments)				
DELTA Governance Handbook (if involved in governance activities)				
Academies Financial Handbook (if involved in financial activities)				
COSHH Policy (if involved in use of chemicals)				
Working at Height Policy (if role involves working at height)				
Educare Use of reasonable force in schools training module (if working in academies/schools)				
Educare SEND Awareness training modules (Autism awareness, dyslexia awareness and ADHD awareness) (if working in academies/schools)				
Educare Safer Recruitment training module (if involved in recruitment)				
Educare Child Protection Advanced training module (SLT/DSL roles)				
Delta Learning outside the classroom policy (if involved in trips)				
Delta Offsite visits operational procedures (if involved in trips)				
Delta Minibus and transport guidance (if involved in trips)				
<b>Employee Benefits</b>				
Awareness of Trust benefits website				
Awareness of Cycle to work				
Awareness of Technology scheme				
Awareness of Employee Assistance Programme				
Awareness of Occupational Health				
Awareness of Free 24/7 On Demand GP				
Awareness of Free Will writing service				
Awareness of Pension Scheme				

The employee and the line manager should sign below to confirm the above items have been covered during the induction period:

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_