



# Induction Policy

<b>Policy Code:</b>	HR24
<b>Policy Start Date:</b>	June 2024
<b>Policy Review Date:</b>	April 2025

### **Statement of Intent**

Once a new employee has been appointed, the Trust will ensure they are provided with an effective induction procedure. All teachers, support staff, temporary staff and volunteers will receive an induction programme appropriate to their role.

Through this policy, we aim to ensure that every new staff member:

- Is welcomed by their line manager, Chair of the Board/LSB or Clerk depending on role.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information about their role and place of work.
- Meets the senior leaders relevant to their role.
- Is introduced to their colleagues.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is presented with the opportunity to ask questions.

**1. Legal Framework**

- 1.1 This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

to ensure new employees receive and understand relevant information relating to:

- Their role including working hours/pattern and confirmation they have received their contract and job description.
- The probation process.
- The department/school and the Trust including an introduction to the team, key staff and their roles, and a staffing structure.
- A tour of the site, including their own workspace, staff room, toilets, parking, etc.
- Structure of the school day (schools only);
- Security arrangements including use of fob, signing in screen, etc.
- The Trust and individual school policies and procedures as outlined in the Induction Record and relevant to the role, including anything pertinent.
- The name of the Designated Safeguarding Lead at their site.
- Employee Assistance Programme including issuing the EAP card.
- Reporting absence.

3.5 All new employees within CIT will have been DBS checked at the Enhanced with Children's Barred level, and Adults' Barred where appropriate. The new employee's original DBS certificate will be checked during the induction process on their first day.

3.6 In drawing up an induction, it will be recognised that certain categories of employees will have particular needs (e.g. school leavers, managers, graduates) and inductions will be adjusted accordingly.

3.7 Responsibility for various aspects of the induction will be allocated to specific members of staff. The line manager/appropriate person will oversee the induction implementation and will ensure that all elements are covered satisfactorily.

#### **4. Preparation of Colleagues and the Workplace**

4.1 All those affected by the employee's arrival will be informed of the starting date and arrangements will be made for the initial stages of the induction to be put into operation.

4.2 The workplace will be prepared in advance to ensure it T4(ace)3( )-243(w)5(i)5(l)5(l)5( )-243(b



**7. Monitoring and review**

- 7.1 This policy will be reviewed by the Director of HR on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.