



## **Induction Policy**

<b>Policy lead:</b>	<b>Director of People</b>
<b>Last review date:</b>	31 August 2022
<b>Next review date:</b>	31 August 2023
<b>Approval needed by:</b>	<b>Finance and Staffing</b>

## History of most recent policy changes

Date	Page / Section	Change	Origin of change e.g. Legislation, TU request
07 December 2021	Whole document	Change to The Learning Alliance	Merger into new organisation
31 August 2022	New section	EIA	Reflect good practice

**Policy Equality Impact Screening**

Date of screening:						
Name of person completing screening:						
	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes
	<b>Yes</b>	<b>No</b>	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	
<b>Age</b>						
<b>Disability</b>						
<b>Gender Reassignment</b>						
<b>Race or Ethnicity</b>						
<b>Religion or Belief</b>						
<b>Marriage</b>						
<b>Pregnancy/ Maternity</b>						
<b>Sex</b>						
<b>Sexual Orientation</b>						
Should the policy have a Full Equalities Impact Assessment? <b>Yes/No</b>						

## **SCOPE**

This policy applies to all new employees of The Learning Alliance and covers the induction of both Teachers and Support staff on permanent and temporary contracts.

## **AIMS**

The aim of the induction is to introduce the employee to the Trust, the individual academy, its service, place of work, their job, the team and its plans. By completing the induction process, it is anticipated that the employee will understand how the role they carry out contributes to service objectives, as well as how it fits into the individual academy and the Trust as a whole.

The purpose of the induction is to integrate a new employee into the academy in order that he/she is encouraged to become an effective and motivated member of the team. It is acknowledged that effective induction is a major contributory factor in establishing a positive 'psychological contract' and retaining newly appointed employees.

## **PRINCIPLES**

When carrying out an induction, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the induction may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## **RESPONSIBILITIES**

The line manager has overall responsibility for ensuring that a new employee is inducted into the organisation, settles in as quickly as possible and has all the information and skills to be able to work safely and efficiently.

## **THE INDUCTION PERIOD**

An effective induction programme is not a one-off event, but takes place over a period of some weeks. It is an ongoing process to ensure that the new employee settles well into the organisation and is confident in carrying out the full scope of their duties. A well-planned induction programme will lay the foundation for a positive working relationship that can be built on over time. Essential information should be supplied to the employee in a planned and systematic way to avoid information overload and to ensure that they are able to absorb it. Although all new employees will be supplied with the core information set out under the induction checklist, the design and content of the induction programme will depend on factors such as the new employee's role, range of contacts, level of responsibility and previous work experience. Managers should therefore be prepared to vary the induction to suit the needs of the individual employee and his/her role specification.

## **PROBATIONARY PERIOD [FOR SUPPORT STAFF ONLY]**

All new support staff entrants to the Trust, including those from other Authorities with continuous local government service, will be subject to a probationary period of 6 months. Probationary reviews will be conducted at 8, 16 and 24 weeks (see Probation Review Procedure). Following successful probationary reviews, the appointment will be confirmed and the employee will commence management under the academy's appraisal system.

## **EQUALITY**

The Learning Alliance will ensure that, when implementing the Induction Policy, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## **MONITORING**

Data relating to the operation of this policy will be collated and monitored periodically to ensure that the policy is operating fairly, consistently and effectively. Issues that are identified from the data will be dealt with appropriately.

## **REVIEW**

The policy will be reviewed in the light of operating experience and/or changes in legislation.

**Appendix 1 : Induction Checklist**

Please complete the information below with your new employee. There may be some items listed on the checklist which are not applicable to the role. If this is the case please mark N/A.

Name of Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Team: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date of Commencement in Post: \_\_\_\_\_

Additional Information:



The First Day	N/A or ü	Date	Line Manager Signature
<b>Physical Guidance</b>			
Layout of working area and building			
Issue of door security codes and/or security fobs			
ID card			
Fire alarm / exit route			
Use of equipment / supplies			
<b>Personal Guidance</b>			
Introduction to immediate colleagues / working relationships			
A copy of the employee's job description			
Access to systems			
Making and receiving personal telephone calls			
Catering facilities / canteen, tea and coffee making facilities			
Cloakroom and toilet facilities			
Car and bicycle parking / designated parking areas and permits			
Hours of work			
Annual leave entitlement and leave card (where applicable)			
Pay and payslips (method/frequency/date)			
<b>School Guidance</b>			
Telephone system/telephone salutation			
Noticeboards / Newsletters			
School organisation chart			
ICT Internet Acceptable Use policy			
Use of e-mail			
<b>Legal Guidance</b>			
Data confidentiality			
Conditions of service/contract of employment			
P45 (handed in) or P46 (request from payroll)			
Reporting guidance			
<p>Absence notification – relevant line manager contact and reporting in time:</p> <p>Name of line manager to report the absence to: _____</p> <p>Or, in the above manager's absence: _____</p> <p>Reporting time: _____</p>			

1 <sup>st</sup> day induction completed - signed:
Line Manager:
Employee:

Within the 1 <sup>st</sup> Week	N/A or ü	Date	Line Manager Signature
<b>Physical Guidance</b>			
Health and Safety responsibilities (employee)			
Risk Assessment (explain safety hazards – general and particular)			
Safe use of equipment			
COSHH awareness (chemical hazards, health risk, dangerous substances)			
<b>Personal Guidance</b>			
Security (ICT security, premises)			
Job role / duties as discussed			
Aims / objectives / targets			
ICT code of practice			
<b>School Guidance</b>			
Health and Safety Representatives			
First aid			
Lone working / safety procedures			
<b>Legal Guidance</b>			
Confidentiality / Data protection			
Freedom of Information			
Equality policy			
Information management quick guides			
Mobile phone policy / billing for personal calls			
<b>Reporting Guidance</b>			
Communication – school records / team meetings / e-mails etc.			
Reporting and recording information			

Week 1 induction completed - signed:
Line Manager:
Employee:



<b>Week 2 to 6 Months</b>	<b>N/A or ü</b>	<b>Date</b>	<b>Line Manager Signature</b>
<b>Physical Guidance</b>			
Health and safety responsibilities (employee)			
Security (premises)			
ICT – who to contact / technical help			
<b>Personal Guidance</b>			
Code of conduct / declaration of interests			
Learning and Development policy			
<b>School Guidance</b>			
School business plans			
School values			
Access to sources of information (files, websites etc)			
Key contacts – including HR Advisor/Manager/ Health and Safety/Schools Finance contacts/Payroll			
School appraisal scheme			
Disciplinary policy and procedure			
Grievance policy and procedure			
Attendance management policy and procedure			
Dignity at Work/Bullying and Harassment policy and procedure			
Health and Safety – role and representatives			
Occupational Health Unit			
Schools electronic HR handbook			
Trade union membership			
ICT policies			
<b>Reporting Guidance</b>			
Whistleblowing procedure			
ICT incident management policy			
Procurement guides			
Schools Finance guide			

<b>Week 2 – 6 months induction completed - signed:</b>
Line Manager:
Employee:

Comments by Employee

Comments by Line Manager

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

The employee and the Line Manager should both keep a full copy of the signed checklist

