

Three Counties Academy Trust



Induction of New Staff and Staff Exit Policy

#HR48

Last amended 17th July 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 27th April 2029.

Statement of intent

Once a new employee has been appointed by Three Counties Academy Trust in either the Central Team or a TCAT school, TCAT will ensure that they are provided with an effective induction procedure. All Members, Trustees, Local Governors, teaching, support and temporary staff will receive an induction training programme appropriate to the post being filled.

Through this policy, we aim to ensure that every new member of the TCAT team:

- Is welcomed by the Trust Board Local Governing Bodies, Executive Leadership and schools
- Is provided with the necessary tools and information to begin their role as early as possible
- Is provided with all necessary contextual information about TCAT and school and their role within it
- Meets the Executive Team, Headteacher/Head of School, Trustees, Local Governors, staff and pupils relevant to their role
- Understands the role of the Trust Board and Local Governing Bodies and any committees
- Understands their role and responsibilities, and their accountabilities
- Understands their training needs and requirements
- Is provided with a comprehensive induction pack appropriate to their role by their line manager
- Is presented with the opportunity to ask questions
- Receives a comprehensive, reflective and supportive exit process when leaving TCAT

To that effect, this policy has restricted access, HR48 Induction of New Staff and Staff Exit Policy (Full Version) can be obtained on request for appropriate persons from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified and adopted by the TCAT Trust Board.