Diocese of Norwich Education and Academies Trust

Staff Induction Policy

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Approved By:	**Executive Team**
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Person Responsible:	**HR Director**

Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

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1. Introduction

1.1 This policy applies to all employees and to volunteers (as appropriate) and agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding, Health & Safety, e-safety and GDPR will feature prominently in every induction programme.

1.2 This policy is separate to the Probation Policy, and for those new to the Academy or Trust, their induction will run concurrently with the probation process.

1.3 The Induction Programme should be cross-referenced to the ECT Induction requirements (all ECTs must attend the Trusts ECT training programme) and any apprenticeship enrollment programmes, where appropriate.

1.4 The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or agency worker to the duties of the post, and to the academy and trust as a whole, provide the foundation for successful and safe contribution to the Trust.

1.5 The Induction Programme is designed to help new employees, volunteers and agency workers become familiar with the requirements of their position and learn about the culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. This will include access to and familiarisation with the Health and Safety and Safeguarding Policies and Wellbeing support offered.

1.6 The aim of the induction policy is to have a clear and consistent approach to the induction of new employees. The induction process will:

- Provide a smooth and effective transition to working at the Academy/Trust
- Ensure every individual understands their role and where this sits within the operation of the Academy and Trust.
- Provide key information and training on policies and procedures
- Ensure employees understand the Trust's commitment to safeguarding and the related policies and procedures.
- Ensure staff understand the Health & Safety obligations of both employees and the employer.
- Advise staff on how to work safely, including an awareness of common-sense practice to minimise the risk of allegations against a member of staff

- Enable the employees to contribute to improving and developing the overall effectiveness of the Trust, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the employees' sense of job satisfaction and personal achievement
- Explain the Trusts Code of Conduct to ensure that all staff and volunteers new to the Trust understand what is expected of them and gain support to achieve those expectations
- Identify and address any specific training needs

1.7 The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered
- An induction timetable
- Details of help and support available
- Details of work shadowing, if appropriate
- A diary of induction meetings
- Details of other relevant individuals with responsibility for induction e.g. the Designated Safeguarding Lead (DSL)
- Introduction to the role of the Trust and the Trusts Vision and Values.

1.8 Review
This policy will be reviewed annually, or sooner as necessary and will be kept up to date per any statutory guidance.

1.9 Links to other policies:

- Probation – all staff
- Online Policy
- Safeguarding Policy
- Health and Safety Policy
- Statement of procedures for dealing with allegations made against / low-level concerns raised in relation to staff, including supply teachers, volunteers and contractors
- Staff Appraisal Policy
- Disciplinary policy
- Code of Conduct
- Data Protection Policy

2. Management and Organisation of Induction

2.1 All Central Team, Headteacher and Executive Headteacher inductions are managed and overseen by the Central Trust Team, with support from the DoNESC HR Department.

2.2 The Trust delegates day-to-day responsibility of implementing the policy to the Executive Headteacher / Headteacher / Principal of each academy, who are responsible for the overall management and organisation of inductions for new

employees, supply teachers, agency staff and volunteers. This responsibility may be delegated to the relevant Senior Leader who will be line managing each individual.

2.3 The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or member of agency staff is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated

2.4 All academies will provide annual safeguarding training at the start of the academic year, which is mandatory for all current and new staff. Where staff join during the academic year, online safeguarding training should be completed using the below resources:

- IAM Compliant Safeguarding Modules
- Government Prevent Awareness Training
- Reading all relevant sections of Keeping Children Safe in Education

A meeting must also be held with the Designated Safeguarding Lead, to ensure that the Academy Safeguarding policy is shared, that procedures are explained and training on the Child Protection, Safeguarding and Pastoral monitoring system (such as CPOMS) is provided.

2.5 Mandatory Health and Safety Training modules should be completed online via IAM Compliant within the first 8 weeks of the start of employment. Reference should be made to the Health and Safety Policy, notably HS21 Training Matrix for Staff, which outlines the training requirements for each job role.

3. Induction Programme

3.1 The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager/mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection, Health and Safety and GDPR
- a training timetable
- a checklist of the policies and procedures to be understood and their location
- details of help and support available
- a diary of meetings
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor
- instructions for accessing all relevant IT programmes, including where appropriate, Outlook, Google, Microsoft 365, MS Teams and relevant channels, IAM Compliant, and their individual e-payslip and expenses portals.

3.2 The induction programme will be planned making use of the induction checklist (see Appendix 1). The induction checklist provides a list of the baseline information that should be given to employees who come to work at the Trust. The checklist provides a generic framework; not all elements will apply to all new employees, particularly new starters transferring from within the Trust. These areas are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

3.3 In addition to this checklist, line managers should spend some time tailoring induction programmes to specific individuals, in preparing relevant, specific information that will be required to help the new employee to settle into their job efficiently and effectively.

3.4 All new staff, including employees, supply teachers, agency staff and volunteers should be given appropriate induction advice, training and resources by their Headteacher or line manager, and in the case of Trust staff the HR department, on the following areas:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education, including the Trust Safeguarding Policy and procedures, and academy Designated Safeguarding Leads
- Health and Safety Policy and procedures
- Fire and Emergency procedures
- First aid resources and trained personnel
- Data Protection and GDPR
- Online Policy
- Code of Conduct
- Well-being Resources (for employed staff only)
- Academy Timetable and Key Personnel

3.5 For the following roles, inductions should also include:

Teaching Staff including Teaching Assistants and HLTA's

- National Curriculum documents
- Policy documents, including School Improvement/Development plan
- Year group schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Class and set lists
- Information on whole school and year group resources, including ICT
- Timetables
- SEN information
- Specific job-related information will be provided e.g. if working with children with specific additional needs.
- Where applicable, School Brochure and/or Staff Handbook
- Where applicable, the ECT Induction Policy will also be followed.

Executive Headteachers, Headteachers and Principals

- Safer Recruitment Training, where required

Administrative Staff

- School administrative systems and procedures
- Specific job-related training such as finance, payroll, and safer recruitment programmes and procedures
- Where applicable, School Brochure and/or Staff Handbook

Cleaning/Caretaking

- Specific job-related training such as IAM Compliant, manual handling, use of ladders, kitchen safety etc
- Where applicable, School Brochure and/or Staff Handbook

Midday and Cover supervisors

- Specific job-related training such as Behavior management
- Where applicable, School Brochure and/or Staff Handbook

Supply Teachers and Agency Staff

- Behaviour management policy
- Relevant information on curriculum, schedules and timetables
- Where applicable, School Brochure and/or Staff Handbook

Appendix 1: Induction Checklist

New Starter Induction Checklist

Employee Name		**Start Date**	
Job Title / Department		**Line Manager**	

Guidance:

- This checklist should be adapted to the requirements of the specific post and postholder
- The employee and line manager are responsible for ensuring that all aspects of the induction process are covered within the timeframes set
- Following the completion of the induction period, this document should be signed by both parties, and a copy held in the employee's personnel file

When	Induction Element	✓, initial and date on completion	Notes
Prior to first day	Organise and set up IT accounts and resources		
	Ensure first week of induction is scheduled and planned, and relevant members of staff are notified, e.g. notify DSL about carrying out safeguarding training		
	Where appropriate, share relevant school timetable and meeting schedule		
Day One	Introduction to Academy SLT and the Line Manager overseeing the Induction period		
	Academy Tour, including showing their work area and the location of key facilities (toilet, staff room etc)		
	Arrangements for breaks and lunch		
	Hours of work – including details of flexi-time arrangements, if applicable		
	Explain absence reporting procedure (sickness and discretionary leave of absence)		
	IT set up, including laptop, emails and all relevant school systems		
	Meeting with Designated Safeguarding Lead, to share policy, explain procedures and provide training on the Child Protection, Safeguarding and Pastoral monitoring system		
	Photo taken for MIS/ID Badge		
	Outline Health & Safety procedures relating to individual's work environment, including, fire drill procedures and meeting points, the process for signing in and out of school, and reporting incidents / first aid		
	Data Protection and GDPR		
	Use of personal mobiles and social media		
	Introduction to work colleagues		

During First Week	Planned meetings with key people		
	Personal programme and planned introduction to duties of post (as agreed with line manager)		
	Meet with Line Manager at the end of the first week, review progress and agree training and development needs		
	Identify development needs and agree means of meeting this progress		
Within 4 weeks	Complete all Safeguarding Training, including Prevent		
	Meet with Line Manager and review progress. Agree action plan to deal with outstanding items.		
Within 8 weeks	Complete all relevant Health & Safety Training Modules (Reference HS21 Training Matrix for Staff)		
End of 3 months	Meet with Line Manager to determine whether Induction Programme is complete or if there are still outstanding items. Agree an action plan to deal with any outstanding items		
	If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role		

Policies and Procedures	✓, initial and date on completion	Notes
Health and Safety • Provision of or reference to the location of the school policy • Information and IAM Compliant training in relation to the employee's responsibilities		
Fire and emergency procedures: • Location of school/building Fire Safety Manual Fire Action and other fire notices • Location of firefighting equipment • Means of raising the alarm including the position of fire alarm points (i.e. break glass units), • Fire evacuation procedure and means of escape, fire assembly points, times of fire alarm sounder tests, and any other relevant information • Further training may be necessary depending upon the responsibilities of the post holder		
Data Protection and GDPR • Privacy Notice • Details of Trust Data Protection Officer • Policy on Data Protection		

Policy and procedures relating to Safeguarding Children and Child Protection This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and whistleblowing		
Code of Conduct for Staff and Volunteers		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness Absence		
Policy and procedures relating to Discretionary Leave of Absence		
Policy and procedures relating to Appraisal/Performance Management		

Before the induction is signed off, please ensure that the employee has:

- Read, understood and signed all relevant Trust policies
- Received Safeguarding training, including understanding their safeguarding responsibilities and the Academy's process of raising concerns
- Completed all mandatory Health & Safety training relevant to their role
- Received their ID badge

By signing below, I, the employee, confirm I have read, understood and accepted the Trust Governing Documents and Policies:

Employee Name		Line Manager Name	
Signature		Signature	
Date		Date	