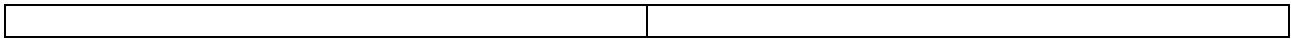




Induction Policy September 2017

Office use

<p>Published: September 2016 Reviewed: September 2017</p>	<p>Next review: September 2018</p>	<p>Statutory/non: Non Statutory</p>	<p>Lead: Gary Corban – Chief Operating Officer</p>
<p>Associated documents:</p>			
<p>Links to:</p>			
<ul style="list-style-type: none"> ▪ The Equality Act 2010 ▪ Part time workers 2000 (prevention of less favourable treatment) regulations 2000 ▪ Fixed Term employees (prevention of less favourable treatment) regulations 2002 			



Contents

1.	Introduction and Policy Statement	3
2.	Scope and Purpose of the Policy	3
3.	Roles and Responsibility	3
4.	Review meeting	3
5.	Induction Checklist	4
6.	Induction Checklist	4
7.	Review of Policy	8

1. Introduction and Policy Statement

Diverse Academies Learning Partnership (DALP) will provide new employees with an effective induction programme. The programme is not a one-off event but will take place over a period of some weeks. At DALP we feel it is an ongoing process to ensure that the new employee settles well into the organisation and is confident carrying out the full scope of his/her duties. Essential information will be supplied to the new employee in a planned and systematic way to avoid information overload and to ensure that he/she is able to absorb it.

Although all new employees should 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, level of responsibility and previous work experience. Managers should therefore be prepared to vary the induction programme to suit the particular needs of the new employee and his/her role specification.

The induction programme will involve input from managers and work colleagues who are best placed to supply the new employee with the full range of relevant information and assistance.

2. Scope and Purpose of the Policy

DALP will provide all new permanent and temporary employees, whether employed on a full-time or part-time basis, with a programme of induction training.

The purpose of induction is to integrate a new employee into DALP so that he/she is encouraged to become an effective and motivated member of the team. We believe an effective induction is a major contributory factor in retaining newly appointed employees.

3. Roles and Responsibility

The overall responsibility for ensuring that an effective induction policy and programme are communicated throughout the organisation lies with the human resources department. The human resources department is also responsible for advising line managers on the induction process and dealing with any problems or queries with the probationary period, or provision of any specific training needed in order to equip a new employee with any new skills necessary to perform the job.

Responsibility for ensuring that a new employee is properly inducted lies with the relevant line manager.

4. Review meeting

A review meeting will be held with the new employee at the end of his/her first month of employment to discuss how the first few weeks with DALP have gone, and to identify any gaps in his/her induction.

The opportunity will be taken to review the individual's job description and answer any queries that the employee may have about his/her duties and responsibilities.

The review meeting will also be used to agree some short-term objectives, to be reviewed at the end of the first three months of employment. The next review date will be set to take place in eight weeks' time (three months into employment).

5. Induction Checklist

The employee's direct line manager will provide a newly appointed employee with a range of information and training about DALP and his/new job, including guidance on:

- Core objectives and values of DALP
- Departmental structure
- The workplace
- The purpose and key responsibilities of his/her new role
- Safeguarding/Health and Safety procedures/Fire
- The individuals with whom the new employee will be working with
- Expected standards of behaviour and performance
- Probationary arrangements
- Completion of all necessary documentation relating to the new employee's appointment
- All policies, procedures and rules of DALP

The manager will use the induction checklist to ensure that the new employee is provided with an induction pack containing all the relevant information relating to these areas. The induction checklist

6. Induction Checklist

1. Introduction and Policy Statement

Diverse Academies Learning Partnership (DALP) will provide new employees with an effective induction programme. The programme is not a one-off event but will take place over a period of some weeks. At DALP we feel it is an ongoing process to ensure that the new employee settles well into the organisation and is confident carrying out the full scope of his/her duties. Essential information will be supplied to the new employee in a planned and systematic way to avoid information overload and to ensure that he/she is able to absorb it.

Although all new employees should 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, level of responsibility and previous work experience. Managers should therefore be prepared to vary the induction programme to suit the particular needs of the new employee and his/her role specification.

The induction programme will involve input from managers and work colleagues who are best placed to supply the new employee with the full range of relevant information and assistance.

2. Scope and Purpose of the Policy

DALP will provide all new permanent and temporary employees, whether employed on a full-time or part-time basis, with a programme of induction training.

The purpose of induction is to integrate a new employee into DALP so that he/she is encouraged to become an effective and motivated member of the team. We believe an effective induction is a major contributory factor in retaining newly appointed employees

3. Roles and Responsibility

The overall responsibility for ensuring that an effective induction policy and programme are communicated throughout the organisation lies with the human resources department. The human resources department is also responsible for advising line managers on the induction process and dealing with any problems or queries with the probationary period, or provision of any specific training needed in order to equip a new employee with any new skills necessary to perform the job.

Responsibility for ensuring that a new employee is properly inducted lies with the relevant line manager.

4. Review meeting

A review meeting will be held with the new employee at the end of his/her first month of employment to discuss how the first few weeks with DALP have gone, and to identify any gaps in his/her induction.

The opportunity will be taken to review the individual's job description and answer any queries that the employee may have about his/her duties and responsibilities.

The review meeting will also be used to agree some short-term objectives, to be reviewed at the end of the first three months of employment. The next review date will be set to take place in eight weeks' time (three months into employment).

5. Induction Checklist

The employee's direct line manager will provide a newly appointed employee with a range of information and training about DALP and his/new job, including guidance on:

- Core objectives and values of DALP
- Departmental structure
- The workplace
- The purpose and key responsibilities of his/her new role
- Safeguarding/Health and Safety procedures/Fire
- The individuals with whom the new employee will be working with
- Expected standards of behaviour and performance
- Probationary arrangements
- Completion of all necessary documentation relating to the new employee's appointment
- All policies, procedures and rules of DALP

The manager will use the induction checklist to ensure that the new employee is provided with an induction pack containing all the relevant information relating to these areas. The induction checklist.

6. Induction Checklist

Name of DALP Academy:

New Employee:	Line Manager/Department	Start date:	Job Title:

<p>Local Induction – An introduction:</p> <p>On behalf of Diverse Academies Learning Partnership (DALP) we welcome you and wish you every success here. We believe that every employee directly contributes to the growth and success of their individual Academy and DALP. We hope you will take pride in being a member of our team and organisation.</p> <p>DALP's local induction programme aims to ensure that you settle in well and gain an understanding of the Academy, its environment and ethos, and how the policies, procedures and culture help to support you in your role.</p> <p>Your induction partner is: </p>	<p>About this document:</p> <p>This is a working document and can be amended to suit yours and the department's needs.</p> <p>It is recommended that the document is stored centrally (electronically) so that you and your line manager can access when required. Once the document has been fully completed this should be emailed to your Academy's HR Administrator to hold on your personnel file along with other relevant documents.</p> <p>This induction programme has been designed for employees working within the Academy and has provided a number of essential activities that should be achieved within the first two months of employment. Additional boxes have been incorporated if further meetings or training in specific areas are required.</p>
--	--

Content	Objectives	Notes	Date activity completed
Getting Started	New employee to be met at the Academy main reception for introductions		
	Collect swipe/security badge from main reception		
	Be given guidance on core DALP objectives and values.		
	Introduction to individual Academy to include values and mission statement of the academy.		
	The purpose and key responsibilities of his/her new role and contract of employment.		
	Departmental structure and the workplace		
	Probationary arrangements		

	Access to a computer, the intranet and printing			
DALP rules	Refer to location where Policies and Procedures are stored			
	Employee Code of Conduct general behaviour/dress code and performance			
	Telephone calls, emails, and use of the internet			
	Absence reporting requirements			
	Working times/flexitime (if applicable)			
	<p>Provided with a copy of DALP employee code of conduct</p> <p>Provided with guidance and direction to all policies, procedures and rules, including those concerning equal opportunities.</p>			
Academy information	Tour of the Academy and Facilities	Refreshment/break facilities		
		Cloakroom/lavatory/lockers		
		Location of exits and assembly <i>points</i>		
	Introduction to the team – names/job roles			
	Introduction to the Academy's Designated Safeguarding Lead / Copy of the policy provided			
Health and Safety	Complete Health and Safety Risk assessment if necessary			
	Emergency procedures, including fire drills			
	Awareness of hazards, as applicable			
	Reporting of accidents			
	First aid and first aiders			
	Introduction to Health and Safety representative if applicable			
Mandatory Training	Book onto the following training programs:	Safeguarding	<i>[insert proposed date of training]</i>	
		Health and Safety	<i>[insert proposed date of training]</i>	
		Data Protection	<i>[insert proposed date of training]</i>	
		Equality and Diversity	<i>[insert proposed date of training]</i>	

		Safer recruitment (if job role involves interviewing applicants)	<i>[insert proposed date of training]</i>	
Teaching & Learning (if applicable)	Discuss Academy procedures/documents around Teaching and Learning			
	Discuss Subject Specification and Awarding Organisation			
	Lesson Planning – DALP/Academy expectations			
	Observation – process, timescales, support available			
	Meet administrative team and provide information regarding: enrolments, attendance, finance and exams.			
Performance Management	Provide a copy of DALP performance management policy and procedure. Introduction to Performance Management tool.			
	Book Performance Management Meeting – PM should be carried out within the first month of employment	<i>[insert proposed date here]</i>		
	Identify training and development plan for first six months			
Probation	Provide a copy of the DALP probationary policy and procedure			
	Book 1 st stage probation meeting – within first 3 months of start date	<i>[insert proposed date here]</i>		
	Book 2 nd Stage probation meeting – within first 6 months of start date	<i>[insert proposed date here]</i>		
	Confirm in writing the employee has successfully completed their probationary period	<i>[insert date of confirmation here]</i>		

7 Review of Policy

This policy is reviewed annually by the Trust we will monitor the application and outcomes of this policy to ensure it is working effectively.