

INDUCTION POLICY AND CHECKLIST

POLICY STATEMENT

1. GENERAL

The Arts Educational Schools believes that all new employees MUST be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the school. This policy defines the Trusts commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and the school alike.

2. AIM

It is the aim of the Trust to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively to the school's vision and understand it's ethos. This induction policy aims to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

Though effective induction, an employee becomes familiar with their job requirements and working environment as well as gaining an understanding of the School, its policies, procedures and culture. Its aim is to ensure the effective integration of a new employee into the school for the benefit of both parties and to identify and address any shortfalls in performance at an early stage of the process.

Effective induction enables managers to agree early expectations with new team members, (allowing them to quickly focus on their role) and to begin to develop sound organisational knowledge, and become effective and more productive sooner.

New employees are generally highly motivated and having invested in recruiting a new team member, providing a positive start for them will build on that investment and ensure their high level of motivation continues. The absence of an effective induction process can lead to new employees:

- Failing to integrate well into their team
- Experiencing low morale
- Failing to work to their potential and having low productivity levels
- Leaving the School shortly after appointment

3. SCOPE

This policy applies to all employees, (established and temporary) new to the School and to employees transferring to new posts:

Managers must ensure that anyone for whom they are responsible completes the induction process as appropriate to their particular circumstances and role which should be tailored with the support of the HR Manager as necessary.

4. KEY PRINCIPALS

The Policy is designed to provide a consistent but flexible approach to induction, it is designed:

- To provide core information for new employees, whilst allowing for adjustment depending on each employees role, responsibilities and experience.
- To familiarise employees with the visions and values of the School including Equality and Fairness
- To integrate with performance management procedures
- To support procedure and performance capability by establishing the process of setting and reviewing objectives at the start of employment.
- To demonstrate the importance placed on good performance within teams, commitment to the development of team members, and the value of collaborative working arrangements.
- To enable corrective measures to be implemented when employees performance falls below the expected standard
- To consider moving employees into capability procedures, where agreed objectives are not met or performance fails to meet the expected standard during the induction period
- To ensure that no employee is placed at a disadvantage and to ensure that managers make adjustments to accommodate the needs of particular employees.

5. BENEFITS OF A GOOD INDUCTION

A good quality induction process is beneficial to both the School and the employee. It is beneficial to the School in that it:

- Creates a positive view of the School and communicates the culture, values and goals.
- Allows the School to promote a positive image.
- Assists in developing a management style where the emphasis is on two way communication and guidance.
- Provides a positive introduction, enhancing the “psychological contract” and encourages staff to demonstrate a commitment to work hard and be loyal to the School.
- Increases the retention rate for new employees.
- Demonstrates the importance placed on good performance, commitment to the development of team members, and the value of collaborative working.
- Promotes consistency.
- Allows the agreement of early expectations and enables the employee to shape the job as they progress
- Assists in reducing staff turnover, lateness, absenteeism and poor performance, and the associated costs.

It is beneficial to the employee in that it:

- Helps the individual feel valued, welcome and at ease.
- Confirms their decision to join the School.

- Helps to build their self-esteem, morale and motivation.
- Establishes good communication between the employee and their manager from day one.
- Enables new employees to settle in quickly and become productive and efficient members of their team within a short period of time.
- Ensures that new employees operate in a safe working environment.
- Gives employees an understanding of the “big picture” and provides context to enable them to appreciate how their role fits in and help them perform more effectively.
- Helps employees develop competence and therefore increased job satisfaction.

6. OUR COMMITMENT

The Human Resources Manager will:

- Issue guidelines to familiarise managers and staff with the induction process.
- Maintain and update the Induction Policy.
- Provide a checklist for managers and staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both managers and staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses as necessary to assist the induction process (where required).

7. GUIDELINES FOR HEAD OF DEPARTMENTS AND LINE MANAGERS

- Ensure new employees complete the appropriate induction process within the agreed timescale.
- Allocate time and commit to personal input into each induction.
- Support employees and encourage and enable them to be proactive in conducting their own induction.
- Ensure that new employees understand their role and expected standards.
- Ensure that new employees understand how their performance will be monitored throughout the induction period, and the implications of failing to meet the expected standard of performance throughout the induction period.
- Guide new employees through the information and support available to them.
- Maintain the records required throughout the induction process.
- Ensure new employees have access to any specific departmental induction.
- Ensure new employees quickly gain an understanding of the School’s aims.

New Employees Will Undertake To:

- Carry out the induction activities indicated to them by their manager

- Be proactive and take ownership of their own induction process with the support of their manager.
- Apply the knowledge and skills gained through induction when performing in their role.

Human Resources Will Undertake To:

- Maintain and update the Induction Policy and associated guidance.
- Provide a checklist for managers and staff to follow during the induction period.
- Provide advice and support to managers as required.
- Provide advice on induction for individuals with particular requirements.

8. INDUCTION CHECKLIST

The Induction checklist is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Heads of Departments & Line Managers should ensure that these matters have been properly understood whilst the checklist is being completed, in the form of a weekly meeting with the new entrant. Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and returned to the HR department where it will be retained in the member of staff's personnel file.

First Day of Employment

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide desk, equipment, staff badge, email account etc.

Most new employees tend to be concerned primarily with two matters:

- a) Whether they can do the job and
- b) How they will get on with their new colleagues.

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage, and should be conducted by someone who is well prepared and has sufficient time available. Heads of departments/Line Managers should refer to the Induction Checklist and use it as a basis for discussion thereby ensuring that all documentation is complete.

A tour of the workplace should be arranged for the new entrant allowing the school to be viewed as a whole and the recruit to see where he/she fits into the organisation.

The new entrant will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. If possible one of the new entrants colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

9. COMPLETING THE INDUCTION PROCESS

Induction can be said to end when the individual becomes fully integrated into the organisation. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the induction checklist will provide this opportunity.

In some areas, such as understanding wider aspects of the organisation, follow up after a number of months may be appropriate.

THE ARTS EDUCATIONAL SCHOOLS
INDUCTION PROGRAMME FOR NEW STAFF



DEPARTMENT

NAME OF EMPLOYEE

JOB TITLE

DATE COMMENCED

<u>Welcome (From HR)</u>	✓
Introduction to colleagues	
Tour of School or department: <ul style="list-style-type: none"> • Cloakroom/toilet facilities • Tea and coffee facilities/ general catering facilities 	
Confirm hours of work (start and finish times)	
Confirm annual leave including entitlement and booking procedure	
Health & Safety Matters	
Explain what the fire alarms sound like	
Explain - 'If you find a fire' raise the alarm by using a 'break glass' call point	
Explain - 'If you hear the alarm' leave promptly, don't use lifts, move away from the building, stay outside until given the all clear.	
<u>Show</u> the exit routes out of the building – main route and alternatives plus explain how to disengage any door locking devices in an emergency	
Notify name of School Health & Safety Coordinator	
Show where Health and Safety Policy is on the intranet	
Show where accident reporting and first-aider lists are	
Getting Started	
Issue and explain internal telephone directory	
Issue and explain staff handbook	
Give email address and telephone number	
Explain shared drives and personal folders	
Give any relevant IT information	
Give organisational charts/lists	
Issue and explain Data Protection Policy	
Pay Arrangements	
Confirm pay dates	
Confirm salary	
Introduce to Payroll <ul style="list-style-type: none"> • P45 sent to Payroll 	

First Week**Job Requirements (explained by line manager)**

Role and responsibilities

Performance standards

Supervision/probation explained

Health & Safety Matters

Ensure safety risk assessment relevant to role has been carried out

Identify any safety training needs and arrange training

Explain any responsibilities for safety supervision or monitoring

Employee to read and sign Health & Safety Policy

Personal and Professional Development (explained by line manager)

Learning & Development Policy

Show the course request form on the Intranet

Read KCSIE and sign declaration to confirm understanding

Complete Level 1 Safeguarding

Miscellaneous

Using the School's Library facilities

IT access

ID card (Contact Facilities)

Meetings with Senior Staff

Meeting with the Principal / Head

Meeting with HR (if Induction not completed by HR)

First Month**Health & Safety Matters**

Check that the 'Health and Safety policy has been read, signed and understood and training provided where required.

*This is an essential and legal requirement.***Induction Checklist Completed****New Member of Staff**

Signature:

Date:

Induction Mentor

Signature:

Date: