



Induction Policy

1. Policy statement

Arts Educational Schools London (“the School”) recognises that its staff are fundamental to its success. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the School, or the role, receive a timely induction.

The School places critical importance on thorough induction procedures which make new staff feel welcome, valued and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the School.

2. Scope

This policy relates to all newly appointed staff and to existing staff members who have taken on a new role within the School. It relates also to volunteers and Trustees. Staff are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the School. This policy must be read in conjunction with the Induction of New Staff in Child Protection Policy.

3. Aims of the policy

The policy aims to set out the School’s approach to Induction and to indicate how appropriate inductions can be provided. The policy will be accompanied by guidance on procedures and further supportive information for employees and managers.

The policy encompasses several strands of Induction:

- Pre-arrival Induction
- Department Induction
- Job Induction
- On-line induction resources

4. Objectives of induction

4.1 Pre-arrival

Some induction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new employees to begin familiarisation with the School and the job.

The pre-arrival induction information is in addition to that provided in the recruitment process.

4.2 Departmental level

Departmental Induction involves making new staff familiar with how the department operates, the support staff within the department, and how they can operate effectively within it.

4.3 Job Induction

Induction into the job for which the individual has been employed is an essential part of the induction process and complements the probation process. Activities carried out during job induction may be used by managers to document an individual's performance during the probationary period.

Job induction enables the individual to:

- consolidate their understanding of the duties and responsibilities of the role
- understand the expectations of them in the form of standards, objectives or a work portfolio, set with their line manager
- understand how their work performance will be monitored (including probation and performance review processes)
- discover the information and support that is available to them, including mentoring and key contacts
- highlight areas where training and development would be appropriate
- apply their skills and knowledge to performing the job and demonstrate that they successfully meet probation requirements

The specific activities within job induction will be dependent on the demands of the role and the skills and knowledge that the individuals bring with them, and will be at the discretion of the line manager.

Job induction activities are likely to take place within the department or team but some may be provided by central support departments such as Facilities, IT, HR or Finance. An assessment of any training and development needs and how they might be addressed will be included at this point.

During the job induction staff will be made aware of the probationary procedure and that records of induction activities may be used to support the probationary process.

Responsibility for induction falls with the line manager, though specific activities may be delegated at the line manager's discretion or within departmental guidelines and practices. It is good practice for individuals and line managers to retain records of completed induction activities.

It is important that the School also supports staff who are internally appointed to new roles, and an induction programme for such staff should be followed.

For new staff who have particular requirements e.g. international staff, those new to the HE sector, induction should include information and/or activities which provide the additional context they require.

4.4 Web-based and on-line materials

Induction resources including policies, templates and checklists and on-line interactive modules will be available from HR. Line Managers will be supported with guidance and tools to plan and carry out an appropriate and effective induction for new staff. Employees will be provided with resources needed to proactively manage their own induction schedule.

5. Responsibilities

In line with the staff development policy there is a shared responsibility between individuals, line managers and HR for the development of staff at the school, and this begins with ensuring that all staff receive an appropriate induction.

All new staff will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their personal and professional development. Individuals will be enabled and supported in doing this throughout the duration of the induction period, beginning at the pre-arrival stage. Staff can expect support from HR and their line manager who will both signpost and deliver a range of induction activities.

Human Resources:

- Induction implementation including allocation of appropriate and effective training
- Evaluation of the impact and effectiveness of training.
- Co-ordination of a programme of training events.
- Provision of information and guidance which represents “good practice” to promote consistency across the School including:
 - Documents, templates and checklists
 - Policies and procedures
 - Guidance for Mentors
 - Information and guidance on planning and carrying out an effective job induction
 - Signposting induction events from other support departments e.g. Facilities, Finance, IT, DSL
 - Web-based and on-line materials which supplement induction
 - Ensuring equal opportunities in access to induction events in accordance with the School's Equal Opportunities Policy.

Line managers

- Ensuring that staff receive the appropriate induction at job and departmental level including:
 - Induction into the department practices and culture and the local work environment – this may be delegated to a mentor or another member of staff.
 - Conducting induction into the job (some elements may be delegated) in accordance with the probationary procedure.
 - Allocating time for induction activities
 - Enabling new staff to be proactive in conducting their own induction
 - Maintaining induction records which support the probation procedure.

New staff Member

- Identifying and undertaking, in a timely fashion, all the induction activities which are indicated to them by their line-manager and HR.
- Applying knowledge and skills gained through Induction to performing their job.

- Maintaining induction records as part of their personal and professional development.

Head of Department

- Giving full support to adopting best practice Induction processes.

6. The induction programme will include:

- An induction checklist of the policies, which is in the Staff Handbook, and a list of procedures and training to be covered. It will also include an induction schedule
- Details of help and support available
- Details of work shadowing, (if appropriate)
- A schedule of termly induction meetings (Academic staff only)
- Details of other relevant individuals with responsibility for induction e.g. SMT, Middle Managers, the designated mentor
- Appendices
 - Appendix 1 - Weekly Induction Programme Sessions
 - Appendix 2 - Induction Checklist – as per Staff Handbook
 - Appendix 3 - Initial Induction of staff
 - Appendix 4 – List of School Policies

7. Management and Organisation of Induction

Responsibility for Induction

The Director of Learning and Development is responsible for the overall management and organisation of induction of new teachers, supply teachers, and agency staff. The HR Manager is responsible for the overall management and organisation of induction of support staff. The Chair of Trustees is responsible for the overall management and organisation of induction of Trustees.

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or trustee is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible (see Initial Induction Checklist)
- 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.
- The person responsible for induction should ensure that the Induction programme includes:
 - Safeguarding and Keeping Children Safe in Education induction and training
 - A review of the Induction Checklist
 - Policies and procedures
 - Staff Handbook
 - Details of help and support available
 - A schedule of Induction meetings

- Details of other relevant individuals with responsibility for induction
- All new supply teachers and agency staff are given appropriate induction advice, training and resources by the Director of Professional Development or the Deputy Head. This includes Safeguarding and KCSIE. The information below should be covered in the Staff Handbook and where possible within the body of the weekly induction meetings programme:
 - a. Health and Safety
 - b. Fire and Emergency procedures
 - c. First Aid
 - d. Code of Conduct
 - e. Staff Communications and Social Media
 - f. Behaviour management policy
 - g. Anti-Bullying
 - h. E-Safety Policy
 - i. Commendations
 - j. Academic Tracking
 - k. Sanctions for poor work
- All new staff are given appropriate induction advice, training and resources which include:
 - a. Academic: Policy documents, including academic development plan, year group schemes of work, assessment advice, recording, reporting, resources and procedures, class and set lists; whole school and year group / section group resources, including ICT, timetables, and the Staff Handbook.
 - b. Administrative Staff: All new staff should be given appropriate induction advice, training and resources organised by the HR Manager. This includes Safeguarding and KCSIE, Health and safety, Fire and emergency procedures, First aid, Code of Conduct, Staff Handbook, School administrative systems and procedures.
 - c. All other new support staff e.g. cleaning, catering will be given appropriate induction advice, training and resources by the HR Manager and Facilities Manager including Safeguarding and KCSIE, Health and safety, Fire and Emergency Procedures, First Aid, Code of Conduct, Data Protection and any other job specific training or support.
 - d. Trustees: All new Trustees should be given appropriate induction advice, training and resources by the Chair of Trustees. This may include: Safeguarding and KCSIE, Health and safety, Fire and emergency procedures, First aid, Code of Conduct, Current relevant school information, policy documents and School Development Plan data. Trustees should be provided with School information, including staffing, ISI and school performance data, HMC and ISBA information on the role of Trustee, Governing Body Policy documents, dates and times of whole governing body and sub-committee meetings, access and information of previous governing body minutes, latest governing body report to parent and school newsletters. Information and access to governor training courses.
 - e. Volunteers: All new volunteers should receive the same induction as above by the relevant department

Appendix A:

Staff Induction Checklist:

Name	Start Date
Job Title	Department
Line Manager	
Confirmed on Single Central Register All checks complete Added to payroll Contract signed and returned	Human Resources
Allocation of Mentor	Line Manager
Staff Handbook	Human Resources
Staff Pass	IT
Log on for Computer Access / Email Account	IT
Tour of School	Line Manager
Allocation of Pigeon Hole	Line Manager
Administration Induction	HR / Line Manager
ICT Induction	IT
Fire Safety Induction	Human Resources
General Health and Safety Induction	Human Resources
Safeguarding Induction	Designated Safeguarding Lead
Introduction to Key Departments	Line Manager
Log in to My Onstream	Human Resources

Safeguarding Level 1 training completed (Hounslow LSCB)	Staff Member
Completion of KCSIE training	Staff Member
Completion of GDPR training	Staff Member

Please sign to confirm you have completed the above:

Staff Member:

Date:

Line Manager:

Date:

I confirm that I have read and understood the following policies:

For HE/FE Staff:

- Academic Misconduct Procedure
- Anti-Bullying Policy
- Auditions (Musical Theatre)
- Auditions (Acting)
- Code of Practice for Auditions
- Complaints Policy and Procedure
- Disability Statement
- Dyslexia Policy
- Equal Opportunities Policy
- Fitness to Study Policy
- Harassment Policy
- Learning and Teaching Policy
- Learning, Teaching and Assessment Strategy
- IT Acceptable Use
- QAA Action Plan
- Safeguarding Policy
- Student Protection Plan
- Staff Code of Conduct
- Student Charter
- Terms & Conditions
- Widening Participation Statement

For Day School Staff

- Day School Curriculum Policy
- Sixth Form Curriculum Policy
- Day School Behaviour, Rewards and Sanctions Policy
- Sixth Form Behaviour, Rewards and Sanctions Policy
- PSHCE Citizenship Example
- Safeguarding Policy
- Anti-Bullying Policy
- Supervision Policy
- School Daily Timetable
- Safer Recruitment Policy
- Exclusions Policy
- Complaints Procedure
- SEND Handbook and Policy
- Fire Risk Management Policy
- Accessibility Plan
- Equal Opportunities Policy
- Results Analysis
- RCI Report

HR / Facilities Policies and Procedures (To be read by all inductees)

- Staff Handbook
- First Aid Policy
- Health & Safety
- Staff Learning and Development Policy
- Equal Opportunities Policy
- Induction Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Data Protection Policy
- Privacy Policy

Name:

Signature:

Date: