

Policy Title:	Induction Policy
Version:	1.2
Member of Staff Responsible:	Chief Executive Officer
Status:	Non Statutory
Date adopted by governing body:	2 nd February 2026
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Date reviewed:	14 th March 2022 5 th February 2024
Reviewed:	Bi-annually

Change Record		
Version	Date	Description
1.1	05/02/2024	Addition of items to the induction checklist pro forma
1.2	02/02/26	Data protection section added
1.3		
1.4		

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

Purpose

- 1.1 Primitas Learning Partnership (PLP) recognises that staff are its most valuable resource and is committed to ensuring that all staff receive high quality, informative and supportive induction.

The purpose of this document is two-fold:

- To ensure that all relevant, existing staff understand the procedures and their responsibilities in ensuring that all new employees receive a timely, informative and supportive induction.
- To help new staff take ownership of and engage fully in the induction process according to the Induction Checklist (Appendix A).

2. Applicability

- 2.1 This procedure applies to all new employees of PLP, including those with a fixed term contract. It does not apply to agency workers, contractors or volunteers.

3. Roles and Responsibilities

- 3.1 The Line Manager, in collaboration with other key staff, is responsible for ensuring that the new employee is fully aware of the induction process, that the induction process is carried out in accordance with the checklist and that the checklist is completed and stored on the employee's personal file.
- 3.2 All employed staff are ultimately responsible for their own induction* and for ensuring that they complete the checklist (Appendix A)

*This may include:

- Independently watching training PowerPoints, reading policies or completing online training as well as participating in face to face sessions which have been arranged/organised by the employer.
- Instigating discussions with their Line Manager, with regards to the organising of relevant induction activities.

4. Principles

- 4.1 Induction provides an important opportunity for new employees to familiarise themselves with their new working environment and obtain essential information relevant to their role. The Induction Checklist (Appendix A) provides a guide to the essential information which needs to be gathered, discussed and explained during an induction.
- 4.2 Induction is very much a two-way process involving:
- the employer who provides induction activities, as co-ordinated by the Line Manager.
 - the new employee, who is expected to show initiative, take ownership and shape their own induction experience with the parameters provided by the Induction Checklist.
- 4.3 The aim of a successful staff induction process is to ensure that staff quickly feel welcome, secure and confident in their new workplace and fully equipped to carry out their duties successfully.
- 4.4 The objectives of the staff induction process are that new staff, upon completion of their induction, will:
- feel valued and an integral part of their team;
 - be equipped to perform their job to a high standard;
 - inspire confidence amongst existing staff that they are able to carry out their duties competently;
 - be fully committed to the safety of children and staff;
 - have a deep understanding safeguarding procedures;
 - have a clear understanding of all emergency procedures.

5. Induction Procedure and Guidelines

- 5.1 The Induction Checklist (Appendix A) only provides the parameters within which a new employee is supported to settle into their new role quickly. It is not exhaustive in content and staff should be made aware of all relevant policies and procedures in a timely way.
- 5.2 Sections A, B and C of the checklist should be completed within four weeks of the employee's start date. Sections D, E and F will continue to be addressed during on-going line management meetings, with a clear focus on completing all sections by the specified timeframes.
- 5.3 A copy of the completed induction checklist will be provided to the new member of staff and stored on their personal file.

6. Data Protection

The organisation will comply with the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Employee data will be processed by the organisation in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the organisation's business. The organisation will ensure that personal information about an employee, including information in personnel files, is securely retained.

NEW STAFF INDUCTION PROGRAMME

Section	Timescale	Induction Task	Completed?	Comment/ Details
A	On first day	Introduce colleagues, students, line manager/mentor and/or 'buddy'		
		Issue ID badge and any other appropriate equipment/resources		
		Take employee on a tour of the Academy		
		Outline 'domestic' arrangements: toilets, staff room, car parking, personal belongings, smoking arrangements.		
		Outline key staff welfare, wellbeing and benefits initiatives.		
		Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of the Academy, accident reporting, First Aid, H&S policy, Academy H&S lead etc.		
		Outline the expectations around staff conduct, e.g. use of mobile phones, social media, GDPR, dress code, etc.		
		Outline the Safeguarding arrangements and issue policy for reading. Organise any training required.		
		Provide Academy details/organisation		
		Explain the Academy's behaviour and rewards system		
		Explain the T&L Expectations		
		Provide the link to undertake Prevent training and set timeframe for completion https://www.gov.uk/guidance/prevent-duty-training		
		Issue New starter Quick guides – with colleague given time to read and understand Sexual Harassment – Quick Guide Data Protection – Quick guide		
B	Within the first three weeks	Help employee to become familiar with ICT account, phone system and reprographics		
		All relevant documents read and signed to confirm (KCSIE, Safeguarding Policy, Staff Code of Conduct, E Safety Policy, ICT Acceptable Use Policy,		

		Data Protection Policy, Staff Privacy Notice, H&S policy)		
		Ensure employee's line manager outlines the Academy's Appraisal system and begins to determine objectives		
		Ensure employee meets with line manager at the end of the first week to: • Review progress • Identify training and development needs		
		Key policies explained and understood		
C	Within the first month	Ensure that a "settling in" meeting takes place with the Headteacher.		
		Data Protection Induction Training to be completed		
D	Within 3 months	Complete Level 1 Safeguarding Training		
		National Cyber Security Centre – Cyber security in schools training to be completed https://www.ncsc.gov.uk/information/cyber-security-training-schools		
E	First month to 6 months	Arrange additional training for the employee based on the review of the first week		
		Ensure regular 1-2-1 meetings are held between employee and line manager/mentor/buddy		
		Evaluate the success of the employee's induction programme, and action plan to address any gaps in process. Use findings to inform future practice		
F	6 months 2 years	Successfully complete: Probation period (Associate Staff) OR Induction Period (ECT's)		

Signed:	Employee Completion of the Induction Process Date:
Signed:	Reviewer Completion of the Induction Process Date:

On completion of the Induction Process, please return the form to the HR Assistant/Office Manager.