



## Induction Policy

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**Approved by Trust Board: 29.06.2016**

**Review date: June 2019**



## Induction Policy

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### Aspire Academy Trust Induction Policy

#### Introduction

On behalf of the Trust, we welcome you to the **Aspire Academy Trust** and wish you every success here. We believe that every employee directly contributes to the growth and success of the Academy and our pupils, and we hope you will take pride in being a member of our team.

The **Aspire Academy Trust** induction policy applies to all employees and also, as appropriate, to volunteers, agency staff and hub councillors who will all receive a tailored induction programme which will include appropriate information, training, observations and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first few weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or hub councillor to the duties of the post, and to the academy/Trust as a whole, provide the foundation for successful and safe contribution to the academy/Trust. The Induction Programme is designed to help new employees, volunteers and hub councillors become familiar with the requirements of their position and learn about the academy/Trust culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process will

- Provide information and training on the academy's/Trust policies and procedures
- Provide Child Protection training and assess its effectiveness
- Enable the colleague to contribute to improving and developing the overall effectiveness of the academy/Trust, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the Trust's Code of Conduct to ensure that all staff, volunteers and hub councillors new to the academy/Trust understand what is expected of them at the academy/Trust and gain support to achieve those expectations
- Identify and address any specific training needs

The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered
- Details of help and support available, mentoring and shadowing if appropriate
- Familiarisation of the working environment

#### Responsibilities

**The Headteacher** is responsible for the overall management and organisation of induction, including Newly Qualified Teacher induction across the whole academy.



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**Line managers** are responsible for the overall management and organisation of induction for central service staff.

**Line managers/team leaders** are responsible for ensuring that induction takes place. This includes ensuring that new employees:

- Have an induction programme arranged
- Are provided with the induction pack checklist
- Receive appropriate information as required in their checklist
- Are provided with an understanding of the structure of the academy/Trust and reporting arrangements
- Know how to access relevant policies and procedures

**The individual** has responsibility, alongside line managers to ensure all items are covered. This means the individual has to monitor their checklist and raise any gaps with the line manager.

Approved by Trust Board:

Review date:



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# The Aspire Academy Trust

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### Induction checklist

Employee name:

Job title:

Line Manager:

Statr date:

This checklist provides details of those areas to be covered during the Trust/Academy based induction and will act as a reminder of anything missed or that needs particular attention. It is the responsibility of both management and the new starter to ensure that all relevant items are properly covered during the induction period.

	Person Responsible	Resource/ Links	Date Completed	Comments
<b>Academy/Core service Information</b>				
Introduction to the team and staff <ul style="list-style-type: none"> <li>• CEO/ Head</li> <li>• Admin and business staff</li> <li>• Premises staff</li> <li>• Teaching and TAs</li> <li>• Core service staff</li> <li>• IT staff</li> <li>• Other academy and trust staff</li> </ul>				

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	Person Responsible	Resource/ Links	Date Completed	Comments
Tour of academy/core services office and facilities <ul style="list-style-type: none"> <li>• Staff room and break facilities</li> <li>• Location of exits</li> <li>• Fire assembly points and routines</li> </ul>				
Security card and Keys Issued				
ID Card Issued				
<b>Trust Information</b>				
The Aspire Academy Trust <ul style="list-style-type: none"> <li>• Who's who</li> <li>• Internet site</li> <li>• History</li> <li>• Future plans</li> <li>• How does this role fit within the trust and the academy?</li> </ul>				
<b>General Organisation rules</b>				
Safeguarding & Child Protection policy issued, including procedure for reporting issues explained				

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	Person Responsible	Resource/ Links	Date Completed	Comments
Whistleblowing policy issued, including procedure for reporting issues explained				
Introduction to Designated Teacher/hub councillor for Safeguarding/Whistleblowing				
Prevent leaflet issued				
Staff Code of Conduct issued				
Staff handbook issued including absence reporting requirements explained				
Hub Councillor Handbook issued*				
Signposted to other Aspire Academy Trust policies		<a href="https://tcat.sharepoint.com/SitePages/Policies.aspx">https://tcat.sharepoint.com/SitePages/Policies.aspx</a>		
<b>Terms and conditions of employment</b>				
Contract of employment issued and T&C's discussed				
Hours, breaks, method of payment				
Holidays*				
Working times/flexitime*/reporting procedures				
Probationary period and Period of notice				
Pension provisions				

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	Person Responsible	Resource/ Links	Date Completed	Comments
Trade union membership or other employee representation as applicable				
<b>IT</b>				
ICT Acceptable Usage policy signed				
Digital Safeguarding policy issued				
Email address and other IT software logins set up set up and demonstrated				
Accessing the internet and email policy (inc use of Social media)				
Accessing Sharepoint				
Any required equipment ordered and set up				
<b>Staff development</b>				
Identify training needs and objectives				
Safeguarding training attended				
Prevent training attended				
Safer Recruitment training attend*				
<b>Health and Safety</b>				
Meet delegated first aiders, fire wardens and H&S representative in workplace				



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	Person Responsible	Resource/ Links	Date Completed	Comments
Risk assessments for safer working procedures				
Emergency evacuation procedures				
Reporting of accidents				
Completed online iHasco training*		<a href="https://tcat.sharepoint.com/SitePages/Online%20Training.aspx">https://tcat.sharepoint.com/SitePages/Online%20Training.aspx</a>		
<b>Aspire Staff Health and Well-being</b>				
Overview of Aspire Well-being offer		<a href="https://tcat.sharepoint.com/SitePages/Health%20and%20Wellbeing.aspx">https://tcat.sharepoint.com/SitePages/Health%20and%20Wellbeing.aspx</a>		
Introduction to Well-being Champion				
Aspire staff discounts and services		<a href="https://tcat.sharepoint.com/Incentive%20vouchers/Forms/AllItems.aspx">https://tcat.sharepoint.com/Incentive vouchers/Forms/AllItems.aspx</a>		

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	Person Responsible	Resource/ Links	Date Completed	Comments
Staff counselling services				
<b>The job</b>				
Introduction to manager/line manager				
Review Job Description and contract of employment				
Management arrangements and system for appraising performance				

\*if applicable

Signed	Position	Date
	Line Manager	
	Employee	

Signed copy to be returned to school administrator for individual's personnel file