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**INDUCTION POLICY**

**April 2019**

**Rationale**

The purpose of our **induction policy** is to ensure that all new employees have the benefit of a properly structured induction programme, that will help them to integrate into their role in College quickly and effectively.

The aim of induction is to ensure that all new employees can quickly reach a high standard of professionalism, become competent, confident members of staff and contribute to raising standards through their role at Unity College. The induction schedule ensures that all new employees are familiar with the systems, policies and procedures that are essential to safe and effective operation of the College and, that new employees are introduced to key leaders within the College.

**Policy**

1. The induction will take place within the first week of a new employee commencing work at Unity College, where practically possible.
2. Induction is tailored to meet the specific needs of the role a new employee has been employed to undertake and are grouped as followed (see Appendix):

* Teachers and Learning Support Staff
* Administrative Assistants
* Welfare Staff
* Support Staff
* Canteen Staff.

1. The induction schedule comprises of a series of ‘meetings’ led by key staff with responsibility for specific key aspects of the whole College’s operational procedures and statutory responsibilities.
2. A record of induction will be kept. On completion of each ‘meeting’ both the induction lead an employee being inducted must sign the induction schedule to confirm that induction in that has been completed. A signed copy of the completed induction schedule will then be retained on the employee's personnel file as a record of induction.
3. Heads of Subject and Team leaders will provide additional information relating to specific policies and procedures in use within their subjects and areas of the College.
4. Induction can be further supported, where deemed necessary, with appropriate CPD.

**Teaching & Learning Staff Induction Schedule – (copy to signed and retained)**

**Name: Subject/Role: Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SESSION** | **STAFF LEAD** | **PLACE & CONTENT** | **Signed by Staff Lead** | **Signed by Inductee** |
| 8.30am  Meet and Greet | MHO | ***Main Reception:***  Signing in and Out  Emergency evacuation and lock-down plan | NA | NA |
| 8.35am Introduction | Sally Cryer Headteacher (or Member of SLT) | ***Headteachers/SLT suite:***  Welcome to the School | NA | NA |
| 8.45am  E-Learning | Alison Whitlock | ***Green Room:***  E-Resource room:  Log-ins (username and password set up)  Overview of key ICT systems  Acceptable use policy  GDPR - Storage and use of confidential information  ID Pass  Portal & Oracle Set up – Accessing Pay Slips  Office 365 & GDPR |  |  |
| 9.30am  House Keeping | Liz Johnson | ***Internal Reception***  - Reception and admin areas:  - Faculty support  - Telephone system  - Car Park arrangements  - Leave of absence policy & procedures, and return to work procedures  **- Tour of the building** – toilets, canteen, reprographics, water fountains, Admin and SLT locations. |  |  |
| 10.am  Deputy Headteachers | Alison Hodgson | ***Deputy Heads Office:***   * Safeguarding at Unity College * DSL’s * Policies – intranet & mandatory reads * Procedures * Unity College Professional Code Conduct and Students relationships * Screening and searching students * Accident/incident reporting * First aid and Ambulance procedures * Student Care Plans * Times of the College day * Private calls & Mobile phone use. * SLT & Leadership Structure |  |  |
| **10.50am** | **Break in the allocated workroom** | | | |
| 11.10 am  SIGN Post Team | Bev Worthington | ***MUSE:***  Student Access and Support Services  Mental health and wellbeing  LAC  EVC – Trips and Policies (brief overview) |  |  |
| 11.30am | Shameem Hudson | ***SIGN office***  SIMs Behaviour system  Inclusion & Student Support Centre |  |  |
| 12 pm  SEND | Anna Reynolds | ***SEND Office:***  Special Needs  TA support  PEN Portraits |  |  |
| 12.30pm | Jessica Bulley | ***Attendance office:***  -System (Sims)  -Policy, Data & intervention – the role of PD tutor, Teacher and TA’s  -Legalities |  |  |
| **1 pm** | **Lunch** | | | |
| 1.30pm (P5)  Student Support/ Behaviour | Vicci Cochrane | ***Vicci’s office:***  On-call  Contact with parents  Report/progress cards |  |  |
| 2.30pm | Jane McGregor | ***Assistant Headteachers office:***  GDPR |  |  |
| 3pm  Assistant Headteachers office | Matt Holden | ***Assistant Headteachers office:***  Online Health & Safety training – Via the ‘Portal’ – AWH to set up login/password:  Feedback & discussion about the Induction day. An opportunity to seek further clarification on any points covered above. |  |  |

NB: Signatures confirm completion of each individual induction session and a copy of the fully signed form will be retained in College records.

**Admin Staff Induction Schedule – (copy to signed and retained)**

**Name: Subject/Role: Date:**

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| --- | --- | --- | --- | --- |
| **SESSION** | **STAFF LEAD** | **PLACE & CONTENT** | **Signed by Staff Lead** | **Signed by Inductee** |
| 8.30am  Meet and Greet | CHO | Main Reception | NA | NA |
| 8.35am Introduction | Sally Cryer Headteacher | Headteachers/SLT suite:  Welcome to the School | NA | NA |
| 8.45am  Admin Support | Alison Whitlock | *Green Room:*  E-Resource room:  Log-ins (username and password set up)  Overview of key ICT systems  GDPR - Storage and use of confidential information  ID Pass  Portal & Oracle Set up – Accessing Pay Slips  Office 365 & GDPR |  |  |
| 9.40am  E-resources | Liz Johnson | *-Internal Reception:*  - Signing in and out  -Emergency evacuation and Lockdown  -Reception and admin areas:  -First aid and Ambulance procedures  -Accident/incident reporting  -Faculty support  -Telephone system  -Car Park arrangements  - Private calls & Mobile phone use.  - Leave of absence policy & procedures, and return to work procedures  - SLT & Leadership Structure  **- Tour of the building** – toilets, canteen, reprographics, water fountains, Admin and SLT locations. |  |  |
| **10.30am** | **Break in the Maths Office** | | | |
| 10.50am  Deputy Headteachers | Alison Hodgson | *Deputy Heads Office:*  Safeguarding at Unity College   * DSL’s * Policies * Procedures   Unity College Professional Code Conduct and Students relationships  Start and finish times |  |  |
| 2.30pm | Jane McGregor | ***Assistant Headteachers office:***  GDPR |  |  |
| 3pm  Assistant Headteachers office | Matt Holden | ***Assistant Headteachers office:***  Online Health & Safety training – Via the ‘Portal’ – AWH to set up login/password:  Feedback & discussion about the Induction day. An opportunity to seek further clarification on any points covered above. |  |  |

**Support Staff Induction Schedule – (copy to signed and retained)**

**Name: Subject/Role: Date:**

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| --- | --- | --- | --- | --- |
| **SESSION** | **STAFF LEAD** | **PLACE & CONTENT** | **Signed by Staff Lead** | **Signed by Inductee** |
| 8.30am  Meet and Greet |  | Main Reception | NA | NA |
| *8.35 am Introduction* | *Sally Cryer Headteacher* | *Headteachers/SLT suite:*  *Welcome to the School* | *NA* | *NA* |
| 11.15 am  Admin Support | Janice Clark | *-Internal Reception:*  -Signing in and out  -Emergency evacuation and Lock down  -Reception and admin areas:  -First aid and Ambulance procedures  -Accident/incident reporting  -Faculty support  -Telephone system  -Car Park arrangements  - Private calls & Mobile phone use.  - Leave of absence policy & procedures, and return to work procedures  - SLT & Leadership Structure  **- Tour of the building** – toilets, canteen, reprographics, water fountains, Admin and SLT locations. |  |  |
| 12pm  E-resources | Alison Whitlock | *Green Room:*  E-Resource room:  Log-ins (username and password set up)  Overview of key ICT systems  GDPR - Storage and use of confidential information  ID Pass  Portal & Oracle Set up – Accessing Pay Slips |  |  |
| 1pm | Alison Hodgson | *Deputy Heads Office:*  Safeguarding at Unity College   * DSL’s * Policies * Procedures   Professional Conduct and Students relationships |  |  |
| 2.30pm | Jane McGregor | ***Assistant Headteachers office:***  GDPR |  |  |
| 3pm  Assistant Headteachers office | Matt Holden | ***Assistant Headteachers office:***  Online Health & Safety training – Via the ‘Portal’ – AWH to set up login/password:  Feedback & discussion about the Induction day. An opportunity to seek further clarification on any points covered above. |  |  |

**Welfare Staff Induction Schedule – (copy to signed and retained)**

**Name: Subject/Role: Date:**

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| --- | --- | --- | --- | --- |
| **SESSION** | **STAFF LEAD** | **PLACE & CONTENT** | **Signed by Staff Lead** | **Signed by Inductee** |
| 8.30am  Meet and Greet |  | Main Reception | NA | NA |
| *8.35 am Introduction* | *Sally Cryer Headteacher* | *Headteachers/SLT suite:*  *Welcome to the School* | *NA* | *NA* |
| 11.15 am  Admin Support | Janice Clark | *-Internal Reception:*  -Signing in and out  -Emergency evacuation and Lockdown  -Reception and admin areas:  -First aid and Ambulance procedures  -Accident/incident reporting  -Faculty support  -Telephone system  -Car Park arrangements  - Private calls & Mobile phone use.  - Leave of absence policy & procedures, and return to work procedures  - SLT & Leadership Structure  **- Tour of the building** – toilets, canteen, reprographics, water fountains, Admin and SLT locations. |  |  |
| 12pm  E-resources | Alison Whitlock | *Green Room:*  E-Resource room:  Log-ins (username and password set up)  Overview of key ICT systems  GDPR - Storage and use of confidential information  ID Pass  Portal & Oracle Set up – Accessing Pay Slips |  |  |
| 1pm | Alison Hodgson | *Deputy Heads Office:*  Safeguarding at Unity College   * DSL’s * Policies * Procedures   Professional Conduct and Students relationships  Behaviour & Welfare support – Who to turn to for support. |  |  |
| 2.30pm | Jane McGregor | ***Assistant Headteachers office:***  GDPR |  |  |
| 3pm  Assistant Headteachers office | Matt Holden | ***Assistant Headteachers office:***  Online Health & Safety training – Via the ‘Portal’ – AWH to set up login/password:  Feedback & discussion about the Induction day. An opportunity to seek further clarification on any points covered above. |  |  |