

**Re-Induction Policy**

**February 2021**

It is the policy of Unity College to carry out a re-induction programme for all members of staff who are returning to college after a secondment or a long period of time away (eg maternity leave). The aim of the re-induction is to manage the return of the member of staff and to bring them up to date with developments within their work or subject area, their role and changes in college policy. The returning member of staff will meet with a member of SLT and their Subject Leader.

**Re-induction after secondment**

* On return, the secondee should be given an induction back into college and department to ensure the return is as smooth as possible.
* Secondees may find it valuable to maintain contacts and networks they have built at the host organisation and to share this with colleagues as appropriate
* It may be appropriate for the secondee to provide advice and share experiences of the secondment to fellow colleagues
* The benefits of applied learning as a result of the secondment must be maximised, developed and documented. This may be through the appraisal process and in learning for others.

**Returning from Secondment**

Ideally, planning should commence no later than four weeks before the date of secondee’s return. His or her role, location, work priorities and future contributions management objectives should be considered.

If the secondment has been longer than two years or significant change has occurred during it, re-training and or, re-induction may be required.

To assist with personal and business learning the secondee should meet his or her secondment line manager and headteacher to evaluate and review the learning points from the secondment.

**Quick reference guide – re-induction after secondment – issues to be considered**

* Evaluation of secondment
* Re-introduction into substantive workplace
* Training and re-training requirements
* Networking and opportunities
* Contributions management – utilising knowledge, skills and experience gained from secondment into substantive post.

**Re-induction following long term absence eg maternity leave**

On return the member of staff should be given an induction back into college and departments to ensure the return is as smooth as possible.

Ideally the member of staff should have taken advantage of KIT days (keep in touch days) prior to returning. Planning should commence no later than 4 weeks before the date of return. Her/his role, location and work priorities should be considered.

The re-induction interview provides the returning member of staff with the opportunity to speak in confidence about his/her return, their job, relationships with other work procedures and of course any concerns about the return. Specifics are kept confidential to those who need to know and who have the authority to take appropriate action to help if needed.

**The Re-Induction Interview**

The items for discussion at the re-induction interview would be stated at the start of the interview. There is no pre-set agenda for such interviews and it is not expected that the interview is a lengthy process. A record of the main points discussed in any interview will be made by the interviewer and agreed with the interviewee. The interviewee may choose to bring their own summaries of points for discussion and have these attached to the agreed record.

SLT are responsible for ensuring that appropriate action is taken as a result of information obtained from the re-induction interviews and for ensuring that regular reports are made to the Headteacher of issues raised.

Prompts for discussion at the re-induction meeting:

* Policy changes
* Health & Safety issues
* Timetable
* Relationship with HOD and Team members
* New staff
* Environment
* Career thoughts
* Concerns / anxiety / apprehension
* Personal / family / health
* Support needed to help a smooth return
* Performance Management
* Targets
* Training needs