Induction Guidance

1. Introduction

The HR team will share key information with new starters, which will include the following:
- the organisation's development plan
- the organisation's list of employee benefits
- links to key policies (e.g. Child Protection)
- a copy of the staffing structure
- car parking information
- new starter forms and clearances
- conditions of employment
- information about the area for people relocating
- Cultural information, providing an insight into how we operate and behave (e.g. ethical leadership framework, values and ethos)

2. First –Day Induction

New starters meet with a member of the HR team during their first day and key information is shared, which includes:
- Systems and procedures (e.g. online learning platform, data systems they need to use for their role)
- Absence reporting processes
- Departmental information (e.g. rooms/building/staff)
- Statutory and mandatory training (e.g. child protection/fire safety/health and safety/data protection)
- Dining facilities and refreshments (where and how they access food and drink)

3. Induction Checklist

Pre-Employment	Date completed
- The organisation's development plan - The organisation's list of employee benefits - Links to key policies, including Child Protection, ICT Acceptable Use and Social Media Guidance, Disciplinary Policy, Health and Wellbeing, Grievance and Whistleblowing procedures) - A copy of the staffing structure - Car parking information and travel claims policy for staff travelling for work - New starter forms and clearances - Conditions of employment - Information about the area for people relocating - Cultural information, (e.g. ethical leadership framework, values and ethos) - Communications (e.g. staff bulletins)	

Organisation • Background and history • Organisation chart/structure • Departmental structure • School/trust development plan • KPIs and reporting mechanisms	
Health and Safety and Compliance • Data protection • Emergency exits and fire safety • Evacuation procedures • First aid facilities • Relevant risk assessments • Accident and near miss reporting • Protective clothing/equipment • Specific hazards • Relevant policies (e.g. Substance, alcohol and smoking) • Confidentiality	
Facilities and IT • Site map – canteen/first aid/post • Building opening/shutting times and procedures • Booking arrangements (e.g. meetings and refreshments) • Guided tour of the site • Information regarding procedures • Telephone and IT information • Security pass/lanyard • Car park rules/pass • Remote/flexible working arrangements	
Pay and Benefits • Pay method and date paid each month • Potential to progress • Pay awards • Pension schemes • EAP • Discount schemes • Expense and mileage claims • Gifts and Hospitality Policy • Declarations of Interest Policy • Working time • Holidays • Career pathways and CPD	
Role Specific Information • Job description/person specification • Key contacts • Welcome to the team and how it operates • Meeting schedules	

It is recommended that where possible the Headteacher will meet with their new starters within the first month of them commencing, to introduce themselves and check how their induction is going, responding to any questions and welcoming them to the school.