



**BATH & WELLS**  
**Multi Academy Trust**

*'That they may have life, life in all its fullness' John 10:10*

**Bath & Wells Multi Academy Trust**  
**Staff Induction Policy**

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## **Staff Induction Policy**

### **1. Purpose**

- 1.1 The Bath & Wells Multi Academy Trust (hereafter referred to as the MAT), recognises that staff are its most valuable resource and is committed to ensuring that all staff receive an appropriate Induction.
- 1.2. The purpose of this document is to ensure that all appointing Headteachers/Principals/Line Managers understand the procedures and their responsibilities in ensuring all new employees receive a timely and appropriate induction. The document will also ensure that all employed staff understand their responsibility in completing their local induction in accordance with the checklist (Appendix A).
- 1.3 This policy is effective from 1 April 2013 as approved by the MAT.

### **2. Applicability**

- 2.1. This procedure applies to all new employees of the MAT. All employees are included, whether permanent or on a fixed term contract. It does not apply to agency workers, contractors or volunteers.

### **3. Roles and Responsibilities**

- 3.1. Headteachers/Principals/Line Managers are responsible for ensuring that the induction checklist is completed and stored on the employee's personal file.
- 3.2. All staff, regardless of grade, role or status, permanent, temporary with a fixed term contract, full or part-time must take part in completing their induction and complete the checklist.

### **4. Principles**

- 4.1. An induction provides an important opportunity for new employees to familiarise themselves with their new working environment and obtain essential information relevant to their new role. The Induction Checklist (Appendix A) provides a guide of the essential information to be discussed and explained during an induction.
- 4.2. A staff induction will aim to ensure staff feel welcome, secure and confident in their new situation and equipped to carry out their duties successfully.
- 4.3. The objective of the staff induction is to ensure that on completion:
  - New staff feel valued and part of the team.
  - Existing staff are confident that new members of staff are able to carry out their duties competently.
  - The new member of staff is fully aware and committed to safety of children and staff.
  - The staff member is equipped to perform their job.
  - All new staff understand safeguarding procedures
  - That new staff are aware of all emergency procedures on commencing work.

### **5. Induction Procedure and Guidelines**

- 5.1. All new employees have a responsibility to complete their local induction and return it to their line manager.
- 5.2. Headteachers Line Managers will ensure that they work with new staff to complete their induction and complete and store the completed check-list on the employee's personal file.

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- 5.3. The checklist is not exhaustive in content and staff should be made aware of all relevant policies and local procedures.
- 5.4. The induction checklist (Appendix A) should be completed by the Headteacher/Line Manager and the new member of staff within four weeks of the employees start date. A copy of the completed local induction checklist will be provided to the new member of staff and the Line Manager will ensure the original is stored on the employee's personal file

## **6. Compliance**

- 6.1 School Headteachers will have ultimate responsibility for ensuring staff compliance with this policy.

**The Bath and Wells Diocesan Academies Trust operating as Bath & Wells Multi Academy Trust**

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### APPENDIX A – Induction Checklist

Headteachers/Line Managers are to complete the following induction checklist with new employees on commencement in post

Action	Responsibility	Contact for queries	Completed (√)
<b>Day 1: New employee to complete with Line Manager</b>			
Meeting with Line Manager	Line manager	N/A	
Check contract has been signed and returned.	Line Manager	School Office, HR, MAT Payroll Provider	
Welcome and introduction to the school – a broad overview	Line Manager	N/A	
Immediate domestic arrangements covered: <ul style="list-style-type: none"> <li>• Kitchen arrangements</li> <li>• Location of toilets</li> </ul>	Line Manager	N/A	
Tour of school	Line Manager	N/A	
Immediate colleagues & roles introduced.	Line Manager	Department colleague	
Health and Safety covered: <ul style="list-style-type: none"> <li>• Health and safety procedures</li> <li>• Fire Procedures</li> <li>• First Aid</li> <li>• First Aiders identified</li> </ul>	Line Manager	Responsible health and safety person in school	
Confirm employee has sent P45 or P46 to Payroll	Line Manager / Employee	MAT Payroll Provider	
Daily Routines and procedures explained	Line Manager	N/A	
Dress code explained	Line Manager	N/A	
Explain and discuss the following: <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Discipline</li> </ul>	Line Manager	N/A	

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<ul style="list-style-type: none"> <li>• Reporting of Sickness Absence</li> <li>• Recycling of materials</li> <li>• Safer recruitment</li> <li>• The curriculum</li> <li>• Pupil contacts</li> </ul>			
Child Protection procedures explained	Line Manager	N/A	
Explain SEN issues and procedures	Line Manager	SEN staff	
Set review meeting for 1 month	Line Manager	HR	
Week 1: New employee to complete with Line Manager			
Explain the Multi Academy Trust (MAT) and the key MAT contacts and information file.	Line Manager	MAT	
Explain staff structure and staff rotas	Line Manager	N/A	
Explain car insurance cover – (staff must be insured for business use if using private vehicles on school business – i.e. if using the vehicle for anything over than their usual home to work journey and making expense claims for journeys)	Line Manager	N/A	
Mobile phone arrangements explained	Line Manager	N/A	
Explain policies such as sickness, discipline, capability and probation and explain policy file.	Line Manager	HR, MAT	
IT support system and computer usage explained. IT contact number and e-mail provided.	Line Manager	IT	
Opportunity given to raise any problems/concerns	Line Manager	N/A	

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1 <sup>st</sup> Month for employee to complete with Line Manager			
Book 3 and 5 month probationary meetings for support staff	Line Manager	HR	

When complete the completed induction checklist should be stored on the employee's personal file.