

# Staff Induction Policy

Sept 2021

Version 4

## 1. Scope

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This policy relates to all newly appointed employees and to existing employees who have taken on a new role within Expanse Learning. Employees are expected to be proactive and take ownership of their own induction ensuring that they ready to receive relevant information and support from the appropriate sources enabling them to apply themselves to fulfil their job and contribute to the wider success of Expanse Learning.

## 2. Policy statement

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Expanse Learning recognises that its employees are fundamental to its success. To enable all employees to become effective and efficient in their role as quickly as possible, it is essential that all employees new to Expanse Learning, or the role, receive a timely induction. Expanse Learning places critical importance on thorough induction procedures which make new employees feel welcome, valued and settled in their new role. This then forms the basis from which employees can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the organisation.

## 3. Aims of the policy

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This policy aims to set out the organisational approach to Induction, and to indicate how appropriate inductions can be provided. The policy will be accompanied by guidance on procedures and further supportive information for employees and managers.

The policy encompasses several stages of Induction:

- Stage 1 - Pre-arrival Induction
- Stage 2 - Administration Induction
- Stage 3 - Health and Safety Induction (Site specific)
- Stage 4 - Safeguarding Induction
- Stage 5 - Operational Induction (Centrally provided or co-ordinated specialist Inductions)

## 4. Induction Stages

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### ***Stage 1 - Pre-arrival***

Some induction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new employees to begin familiarisation with Expanse Learning, the job and in some cases the local areas. The pre-arrival induction information is in addition to that provided in the recruitment process. The HR Administrator is responsible for the delivery of this Stage. The stage will be recorded within DatabridgeMIS and the employee will complete a short survey that will be used by Human Resources to determine the satisfaction rate of this stage.

### ***Stage 2 - Administration Induction***

The Administration Induction is currently a comprehensive event held at the beginning of employment. The aim is to allow Corporate Services (Human Resources) to collect all the essential documentation relating to payroll and allow the allocation of necessary equipment and assets. After the induction the employee will understand Expanse Learning's culture so that they can work comfortably and effectively within it. The HR Administrator is responsible for the delivery of this Stage. The stage will be recorded within DatabridgeMIS and the employee will complete a short survey that will be used by Human Resources to determine the satisfaction rate of this stage.

### ***Stage 3 - Health and Safety Induction***

The Health and Safety Induction will familiarise all new employees with the different sites within Expanse Learning that they may visit. The Corporate Services Department will also complete any Risk Assessments that may be required (depending on the nature of the RA the care team may support the process). The HSM is responsible for the delivery of this stage. The stage will be recorded within DatabridgeMIS and the employee will complete a short survey that will be used by Human Resources to determine the satisfaction rate of this stage.

### ***Stage 4 - Safeguarding Induction***

The Safeguarding Induction will inform the new employees of the safeguarding polices, processes and procedures relevant to the employee's provision of work and Local Authority. The Safeguarding induction will be conducted by the relevant safeguarding lead for the department.

Expansive Learning Wigan School	Expansive Learning College (Wigan and Leigh)	Expansive Learning Adult Social Care
<p><b>Lisa Heyes</b> Pastoral, Behaviour &amp; Attendance Officer <i>Designated Safeguarding Lead</i></p> <p><b>Expansive Learning,</b> Tyre Avenue Wigan WN3 5XE</p> <p>T: 01942 877715   M: 07885881765</p>	<p><b>Lorraine Woosey</b> Head of Care and Development <i>Designated Safeguarding Lead</i></p> <p><b>Expansive Learning,</b> Leigh Sports Stadium, Sale Way, Leigh, WN7 4JY</p> <p>T: 01942 877715   M: 07715681242</p>	<p><b>Lorraine Woosey</b> Head of Care and Development <i>Designated Safeguarding Lead</i></p> <p><b>Expansive Learning,</b> Leigh Sports Stadium, Sale Way, Leigh, WN7 4JY</p> <p>T: 01942 877715   M: 07715681242</p>

The stage will be recorded within DatabridgeMIS and the employee will complete a short survey that will be used by Human Resources to determine the satisfaction rate of this stage.

### **Stage 5 - Operational Induction (Centrally provided/co-ordinated Inductions)**

Induction into the job for which the individual has been employed is an essential part of the induction process and complements the induction process. Activities carried out during the operational induction may be used by Line Managers to document an individual's performance during the probationary period. Operational induction enables the individual to:

- Consolidate their understanding of the duties and responsibilities of the role
- understand the expectations of them in the form of standards, objectives or a work portfolio, set with their Line Manager
- Understand how their work performance will be monitored (including probation and the performance management review processes)
- Discover the information and support that is available to them, including mentoring and key contacts
- Highlight areas where training and development would be appropriate
- Apply their skills and knowledge to performing the job and demonstrate that they successfully meet probation requirements

The specific activities within the operational induction will be dependent on the demands of the role and the skills and knowledge that the individuals bring with them and will be at the discretion of the Line Manager.

Operational induction activities typically take place within the employee's programme of work by their Line Manager; however, some support may be provided by central departments such as Health & Safety, IT Services, and Finance etc. An assessment of any training and development needs and how they might be addressed should be included in the Induction at this point.

During the operational induction employees must be made aware of the probationary procedure and that records of induction activities may be used to support the probationary process.

Responsibility for induction at the local level falls with the Line Manager, though specific activities may be delegated at the Line Manager's discretion or within departmental guidelines and practices (for example a Tutor/Teacher assuming certain responsibilities for support staff within their classroom). It is good practice for individuals and Line Managers to retain records of completed induction activities. Employees must log any support they have been given in the CPD area within DatabridgeMIS.

It is important that Expansive Learning also supports employees who are internally appointed to new roles, and an induction programme for such employees should be followed. For new employees who have particular requirements e.g. international employees, those new to the sector then the induction should include information and/or activities which provide the additional context they require.

## **5. Responsibilities**

In line with the training and development policy there is a shared responsibility between individuals, Line Managers and Heads of Departments, for the development of employees at Expansive Learning, and this begins with ensuring that all employees receive an appropriate induction. All new employees will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their personal and professional development. Individuals will be enabled and supported in doing this throughout the duration of the induction period, beginning at the pre-arrival stage. Employees can expect support from Corporate Services and their Line Manager who will both signpost and deliver a range

of induction activities.

### **Corporate Services (Human Resources)**

Will be responsible for:

- All Inductions, including design and delivery of any intervention in appropriate format(s), and the evaluation of its impact and effectiveness.
- Centrally delivered specialist Induction events for a number of specific roles e.g. new Managers etc.
- will co-ordinate a programme and contribute to the design, using appropriate formats, delivery and evaluation of events.
- Information and guidance which represents “good practice” regarding inductions – this will assist inductions and help to promote consistency across Expanse Learning. This will take the form of:
  - *sample documents, templates and checklists*
  - *guidance on providing “induction mentors” (buddies)*
  - *Information and guidance on planning and carrying out an effective induction*
  - *Signposting induction events from other support departments e.g. Finance, IT Services etc*
  - *Web-based and on-line materials which supplement or provide an alternative format for all of the induction strands*
  - *Ensuring equal opportunities and access to induction events in accordance with the Equal Opportunities Policy.*

### **Line Managers**

Will be responsible for:

- Ensuring that employees receive the appropriate induction, including:
  - *Induction into the practices and culture and the local work environment – this may be delegated to an “induction mentor” or another employee.*
  - *Conducting/directing induction into the job (some elements may be delegated) in accordance with the probationary procedure.*
  - *Allocating time for induction activities*
  - *Enabling new employee to be proactive in conducting their own induction*
  - *Maintaining induction records which support the probation procedure. Records will be recorded within DatabridgeMIS.*

### **New employee**

Will be responsible for:

- Identifying and undertaking, in a timely fashion, all the induction activities which are indicated to them by their Line Manager and Corporate Services.
- Applying knowledge and skills gained through Induction to performing their job.
- Maintaining induction records as part of their personal and professional development.

### **Head of Departments**

Giving full support to adopting best practice Induction processes.

## **6. Quality assurance**

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This will be addressed by:

- Gathering evaluation and feedback data
- Alignment to the probation process
- Provision of guidance and support which represents “good practice”

## **7. Monitoring arrangements**

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This policy will be reviewed every 12 months but can be revised as needed.

**Impact of non-compliance**

<b>Staff:</b>	Disciplinary action, Support, Action Plan
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
<b>Compliance lead:</b>	Corporate Services
<b>Policy Reference:</b>	EGL-POL-HRM-003
<b>Version:</b>	4
<b>Agreed policy location:</b>	DatabridgeMIS and company website
<b>Does the policy require Governor approval?</b>	No

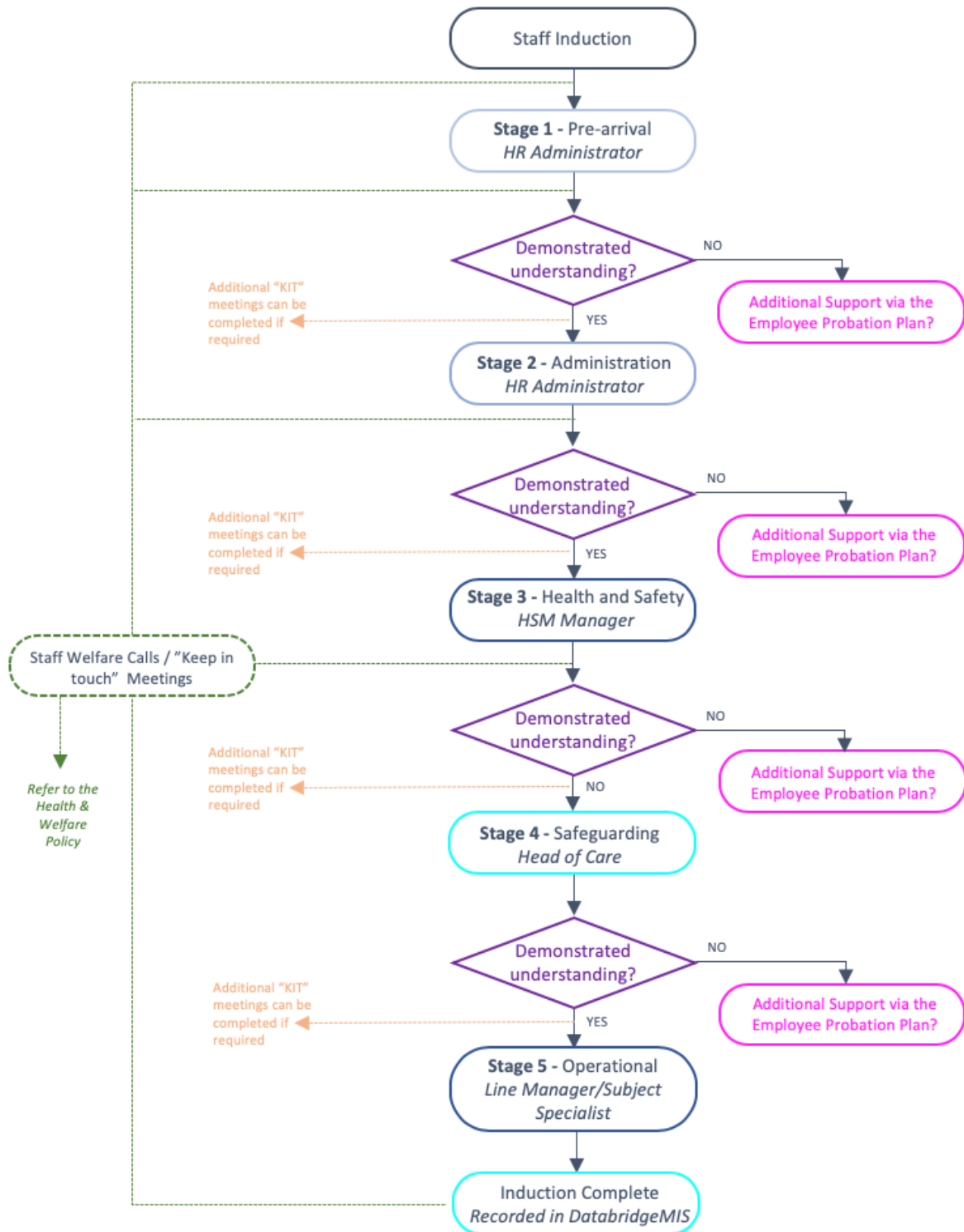
**Approval**

<b>Prepared by</b> Scott Roberts (Assoc. CIPD) 01/09/2021    Head of Corporate Services	<b>Approved by</b> Tony Brown 01/09/2021    CEO	<b>Counter Signatory</b> Karl Wane 01/09/2021    Director of Post 16 Education
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**Version Control**

<b>Version</b>	<b>Date</b>	<b>Revision</b>	<b>Review Date</b>
1	01/04/2019	First Issue	01/04/2020
2	27/09/2019	Policy review in line with strategic changes and amendments made to the stages	31/08/2020
3	01/09/2020	Policy reviewed for upcoming Academic Year	31/08/2021
4	01/09/2021	Policy reviewed	31/08/2022
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Appendix 1 – Induction Flow Chart



## Appendix 2 – Induction Stage Breakdown

### Stage 1 - Pre-arrival Induction

- a) References x 2
- b) Conditional Offer of Employment (signed)
- c) Employee Medical Questionnaire
- d) Prior Attainment (Qualifications)
- e) Identity Checks
- f) Right to Work Documents
- g) Security Checks
  - i. *Criminal Conviction Declaration Form*
  - ii. *DBS Application declaration of consent*
  - iii. *Declaration of confidentiality*

### Stage 2 - Administration Induction

<b>Section 1 - Outline the Administration Induction</b>	<b>Section 2 – Introduction to Expanse</b>
	<ul style="list-style-type: none"> <li>○ History of the Company</li> <li>○ Products / Locations / Services / Markets</li> <li>○ Introduction of Who’s Who</li> <li>○ Introduction to the Line Manager</li> </ul>
<b>Section 3 – Administrative</b>	<b>Section 4 – Software</b>
<ul style="list-style-type: none"> <li>○ Contract of Employment</li> <li>○ Emergency Contact Details Form</li> <li>○ Inland Revenue New Starter Form</li> <li>○ Employee Bank Details</li> <li>○ Asset Allocation</li> <li>○ Email Allocation</li> <li>○ NOS Overview</li> <li>○ Databridge Overview (log into Databridge, add a widget and how to add a CPD record).</li> <li>○ Policies and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>○ Databridge Overview and Login credentials</li> </ul>

**Stage 3 - Health and Safety Induction (Site specific)**

Section 1 – Outline of the Health and Safety Induction	Section 2 – Introduction to the Health and Safety Team
<p><b>Section 3 – Administrative</b></p>	
<p>Display Screen Equipment</p> <ul style="list-style-type: none"> <li>a. <i>Theory / Booklet</i></li> <li>b. <i>Risk Assessment</i></li> </ul> <ul style="list-style-type: none"> <li>○ Health Screening</li> <li>○ <i>Medical Questionnaire</i></li> <li>○ <i>Individual Risk Assessment (if Applicable)</i></li> <li>○ Manual Handling                             <ul style="list-style-type: none"> <li>a. <i>Theory / Booklet</i></li> <li>b. <i>Risk Assessments</i></li> </ul> </li> <li>○ Lone Working Risk Assessment (if Applicable)</li> </ul>	<ul style="list-style-type: none"> <li>○ Out of Centre Activities / Group Activities                             <ul style="list-style-type: none"> <li>● <i>Theory / Booklet</i></li> <li>● <i>Risk Assessments</i></li> </ul> </li> <li>○ Accident and Incident Procedure</li> <li>○ Driving at Work</li> <li>○ <i>Is driving an expectation of your job?</i></li> <li>○ Site Specific Inductions                             <ul style="list-style-type: none"> <li>● <i>Leigh</i></li> <li>● <i>Wigan</i></li> <li>● <i>Warrington</i></li> </ul> </li> <li>○ <i>Off-site – Date Completed:</i></li> </ul>



## Stage 4 - Safeguarding Induction

<b>Section 1 – Outline of Safeguarding Induction</b>	<b>Section 3 – Safeguarding</b>
<b>Section 2 – Introduction to the Safeguarding Team</b>	<ul style="list-style-type: none"> <li>a) Safeguarding Roles and Responsibilities</li> <li>b) Safeguarding Policies and Procedures</li> <li>c) 5-Tier Safeguarding Training (<i>College / Adult Social Care</i>)</li> <li>d) School LA Safeguarding Training</li> <li>e) Safeguarding Self-assessment</li> <li>f) Keeping Children Safe in education</li> </ul>

## Stage 5 - Operational Induction (Centrally provided or co-ordinated specialist Inductions)

<b>Section 1 – Outline of the Operational Induction</b>	<b>Section 2 – Introduction to your Team</b>
<b>Section 3 – Administrative</b>	
<ul style="list-style-type: none"> <li>a) Company Values</li> <li>b) Discuss duties and job description</li> <li>c) Overview of probationary period</li> <li>d) Probation Learning Plan</li> <li>e) Working hours and time keeping</li> <li>f) Breaks/Lunch</li> <li>g) Holiday Entitlement</li> <li>h) Absence/Illness provisions and procedures</li> <li>i) Business/ Strategic Plans/ Future Development</li> <li>j) Training needs discussed / CPD Forms</li> <li>k) NOS mandatory modules <i>(Discussed – to be checked during probation reviews)</i></li> </ul>	<ul style="list-style-type: none"> <li>l) Self-assessment forms (<i>Dyslexia, Autism etc</i>)</li> <li>m) Introduction to work area</li> <li>n) Business Ethics / code of Conduct / Profile / Image</li> <li>o) Need for confidentiality</li> <li>p) Expenses and Method of Reclaim</li> <li>q) Signing in/out</li> <li>r) Benefits</li> <li>s) One-Drive</li> <li>t) Quality Calendar</li> <li>u) Administrative documents (Self cert etc)</li> <li>v) IT Protocol / Policies / misuse</li> <li>w) Has the probationary Plan been created</li> </ul>
<b>Section 4 – Software</b>	
<ul style="list-style-type: none"> <li>a) BKSBS Overview and Login credentials</li> <li>b) My Maths (School Only)</li> <li>c) Pearson PAD (FS Testing) Overview and Login credentials</li> <li>d) PSHE Association Overview</li> <li>e) Social Media Channels Overview and Login credentials as appropriate</li> <li>f) START Overview and Login credentials</li> <li>g) External Networks such as RADAR/FSB/NATSPEC/CIPD etc (specific to Job Role)</li> </ul>	