

BDMAT

Induction Policy

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1.0 Introduction

- 1.1. This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme. The Policy also meets the expectations of the Probation Policy and should be referred to throughout. Should the line manager have significant concerns during the induction process the Probation Policy should be referred to and HR support requested.
- 1.2. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to BDMAT provide the foundation for successful and safe contribution to the School/Central Office. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about BDMAT culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The Induction Programme should be cross-referenced to the ECT Induction requirements and probationary periods for support staff, as appropriate.
- 1.3. The induction process will:
 - Provide information and training on BDMAT's policies and procedures.
 - Provide Safeguarding and Child Protection training and assess its effectiveness.
 - Provide data protection training.
 - Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community.
 - Contribute to the colleague's sense of job satisfaction and personal achievement.
 - Explain the BDMAT Code of Conduct to ensure that all staff, volunteers, and governors new to the MAT understand what is expected of them and gain support to achieve those expectations; and
 - Identify and address any specific training needs.
- 1.4. The induction programme will include:
 - An induction checklist of the policies, procedures, and training to be covered.
 - Reference to all BDMAT and school policies to ensure policies relevant to individual posts are included.
 - An induction timetable.
 - Details of help and support available.
 - Details of work shadowing, if appropriate.

- A diary of induction meetings; and
- Details of other relevant individuals with responsibility for induction e.g., the designated mentor or supervisor.

2. Management and Organisation of Induction

2.1 Overall Responsibility for Induction

The [CEO](#) is responsible for the overall management and organisation of induction of new employees to the central team and Headteachers.

The [headteacher](#) is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff in school.

The [headteacher](#) is responsible for the overall management and organisation of induction of volunteers in schools.

The [Chair of Governors/Trust Board](#) is responsible for the overall management and organisation of induction of Governors/Directors.

2.2 Delegation of induction process

Due to the role of the Chair, CEO and Headteacher, they may choose to delegate the management of the induction process to another governor, Head of department or Senior Leader. This will be done by completing BDMAT Induction Schedule located on the [Staff Portal](#) and the sharing of this policy and appendices with the nominated person.

2.3 The person responsible for induction (Induction Coordinator) should

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified **before** taking up the position, where possible.
- Provide, if appropriate, a tour of the school/ workplace and information about facilities, answer questions and give practical advice.
- Introduce key personnel.
- Ensure that an Induction Schedule is provided, delivered, and evaluated.
- Ensure the completed induction schedule is uploaded to the staff personnel file on SAM People at the end of the induction process.

3 The Induction Programme

The person responsible for induction (Induction Coordinator) should ensure that an Induction Programme is provided which will include:

- A statement of training needs, in particular Safeguarding, Child Protection, Health and Safety and GDPR.
- A training timetable.
- A checklist of the policies and procedures to be understood.
- Details of help and support available.
- A diary of meetings.
- Details of other relevant individuals with responsibility for induction, e.g., the designated mentor or supervisor, DSL, SENDCo, Admin Lead, Site Lead.

4 Responsibilities

The DSL should meet each new employee at least once within the induction process to ensure that full understanding of relevant processes and procedures for safeguarding and child protection for the role is in place or additional training has been initiated to support if not.

The Admin Lead should meet each new employee at least once within the induction process to ensure that full understanding of processes and procedures for data protection and GDPR is in place or additional training has been initiated to support if not.

The SENDCO should meet new employees working directly with pupils at least once within the induction process to ensure that full understanding of relevant processes and procedures for SEN for the role is in place or additional training has been initiated to support if not.

The Site Lead should meet each new employee at least once within the induction process to ensure that full understanding of processes and procedures for health and safety are in place or additional training has been initiated to support if not.

The DSL, SENDCo, Admin Lead, and Site Lead are responsible for ensuring they provide signed paperwork from their meetings to the Induction Coordinator to include in the induction file and to inform the person responsible for induction of any potential issues that need to be addressed.

The Induction Coordinator must keep the CEO/Headteacher updated on the induction process and alert them to any potential issues immediately and how they plan to address them with the new employee.

5 Individual Induction Programmes

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

5.1 Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training, and resources, dependent upon length of contract. This should include:

- Relevant information from the Academy Staff Handbook
- Relevant information on curriculum, schedules, and timetables.

5.2 Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training, and resources. This should include:

- The job description for the post, with line management information
- BDMAT Induction Schedule
- BDMAT New Starter Pack
- School Improvement/Development plan, self-evaluation form and any relevant subject/departmental action plans.
- Latest Ofsted report
- Any other relevant policies for post
- Year group schemes of work.
- National Curriculum documents.
- Assessment advice, recording, reporting, resources, and procedures.
- Class and set lists.
- Information on whole school and year group resources, including ICT.

5.3 Administrative and Operational Staff

All new staff should be given appropriate induction advice, training, and resources. This should include:

- The job description for the post, with line management information
- BDMAT Induction Schedule
- BDMAT New Starter Pack
- Any relevant policies applicable for post
- School administrative systems and procedures.

- Specific job-related training such as finance, for recruitment selection administration, etc.

5.4 Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training, and resources. This should include:

- The job description for the post, with line management information
- BDMAT Induction Schedule
- BDMAT New Starter Pack
- Any relevant policies applicable for post
- Specific job-related training such as manual handling, use of ladders, kitchen safety, etc.

5.5 Midday and Cover Supervisors

All new staff should be given appropriate induction advice, training, and resources. This should include:

- The job description for the post, with line management information
- BDMAT Induction Schedule
- BDMAT New Starter Pack
- Any relevant policies applicable for post
- Specific job-related training such as behaviour management.

5.6 Governors

All new staff should be given appropriate induction advice, training, and resources. This may include:

- Governance Plan
- Scheme of Delegation
- Code of Conduct for Staff and Volunteers and Code of Conduct or Governors/Directors
- Access to Governor Hub for sight of current relevant school information, policy documents and School Improvement Plan data.
- Tour of school website including staffing, communication with parents, Ofsted, and school performance data, BDMAT and school policies.
- Dates and times of whole governing body/LAB meetings and subcommittee meetings.
- Access and information of previous governing body minutes via Governor Hub.

5.7 Volunteers

All new staff should be given appropriate induction advice, training, and resources. This should include:

- Relevant information from the Academy Staff Handbook
- Any relevant policies not included in the Academy Staff Handbook that is applicable to the volunteer's role
- BDMAT policy for volunteers