



The White Horse Federation Induction Policy

Induction of all newly appointed staff

Induction is an essential process to all successful organisations.

TWHF recognises that a positive induction process leads to improved colleague satisfaction and well-being, as well as greater efficiency and performance. Induction enables newly appointed staff to feel secure and settled; and gives existing staff an opportunity to communicate the vision of the school/site, thus ensuring the smooth transition of the Trust's Little Green Book vision, values and expectations, whilst maintaining team-work and a sense of professional family community.

Induction processes are essential for all staff new to our schools or Central Office, at whatever level they may be joining the organisation. This policy covers all new staff, from leadership, through to teaching and support staff. The induction processes and depth will vary according to the job role.

This policy sets out the expectations and processes to follow as a minimum for all new staff joining within their first month of appointment. All staff, teaching and support are subject to a 12 month probationary period. Staff that transfer from one WHF school to another within the Trust would not be expected to take part in a formal induction; rather they will have an informal induction process that helps them quickly become accustomed to the differing routines of a new working environment.

Aims of the Induction

- Assist all newly appointed staff to feel part of the team, understand the ethos, philosophy and routines of the school or central office.
- Explain the school's local Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Provide Child Protection and Safeguarding Training and Information – including outlining responsibilities (usually this will be provided automatically via Talent LMS)
- Provide information and training on key school Policies and Procedures, particularly those in which immediate actions might need to be taken such as Fire Evacuation.
- Enable the newly appointed staff member to feel inclusive and contribute to improving and developing the overall effectiveness of the school/site, and where applicable – raising pupil/student achievement and meeting the needs of pupils/students, parents and the wider community
- Contribute to the appointed staff member's sense of job satisfaction and personal achievement
- Identify and address any specific training requirements



This policy also applies to trustees, members, volunteers and governors who will all receive a school specific, tailored induction which will include the necessary information, training, observation, and mentoring for the role in question where applicable.

The Induction for newly appointed staff operates under the direction of the Principal or Line Manager, with assistance from the Trust's relevant Hub HR team. Induction processes are there to help, guide and inform. Line Managers or Mentors (for NQTs and trainees) are responsible for monitoring the progress and professional development of newly appointed staff, guiding them, ensuring knowledge of whole school/site(s) issues and for organising the appropriate support meetings.

Training on Safeguarding Children and Child Protection will occur in every induction.

The Induction process will be cross-referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate. Induction is an organic on-going and evolving process that realistically takes months.

The ethos of the site/school is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for information and help – however big or small.

Initial Induction Meeting – Teaching Staff

The Principal is responsible for Induction of new teachers, will meet with them on the visit day to commence Induction. This will continue once employment has commenced. Induction should be completed and signed off within the first four weeks of full employment with the form returned to HR on time by the date noted on the Induction form when issued to the line manager by HR.

Initial Induction Meeting – Non Teaching Staff

The Line Manager/Principal or designated Senior Leadership Team official will meet non-teaching/support staff on their first day of employment, when any questions will be answered. Each new member of staff will be allocated to a more experienced member of Support Staff where applicable, who will informally support and provide information about timetabling, routines and other day to day operational matters.



The Induction should ideally cover the following where appropriate/possible (in addition to the HR induction checklist):

The school

- Access to a map or plan
- Environment
- Student profile (Pupil Premium children, ethnicity, those on Education Health Care Plans Special Educational needs)
- Organisation
- Basic school routines, procedures and documents of use, (registration, marking policy, assessment, recording and reporting, duties, emergency procedures, Health and Safety)

The staff

- Staffing structures (Staff Handbook included in welcome email from HR but also accessible via Reward Gateway)
- Responsibilities (teaching and non-teaching staff)
- Lines of communication (i.e. to whom does the newly qualified teacher or any other teacher or support member of staff turn for help?)

Pastoral Organisation

- Behaviour Policy, including use of rewards and sanctions
- General principles of pupil care and guidance
- Assemblies
- Safeguarding and Child Protection Plans and Training

Other school related parts of the Induction

All teaching staff attend regular staff and curriculum meetings. Non-teaching staff attend where appropriate.

Head of, Team or Phase Leaders should, if at all practicable, meet new teachers before their job commences to discuss Curriculum policies and Schemes of work. They will also cover teacher assessment, record keeping and reporting to parents as appropriate throughout the year. The Assistant or Deputy Principal responsible for Inclusion will discuss the SEN/SEMH provision of/within the school with new teachers and support staff where appropriate.

The Principal, Assistant or Deputy Principal will discuss the ethos of the school, outlining extra-curricular activities, cross-curricular events (Humanities and Arts events, enrichment) and special days such as those arranged to charity such as Red Nose and Comic Relief.



The Principal, Assistant or Deputy Principal responsible for Teaching and Learning (if applicable), will discuss curriculum organisation across the school, expectations in relation to classroom and public display, and assessment systems.

The above elements of the induction process are tailored individually for newly appointed teachers, depending on their previous experience and expertise.

Areas with which Team Leaders may support/help newly appointed teachers:

- Day to day organisation
- Class and school routines
- Classroom timetables
- Behaviour policy and routines, including awards and sanctions
- Short term plans
- Initial and long term plans
- Year group use of exercise books
- Marking and presentation for the school/year group
- Record keeping – Scholar Pack
- Use of the photocopier
- Trips and visits
- Curriculum teams and wider-learning days/weeks
- Art exhibitions

Board Members, Trustees & Governors

Trustees and Governors are an important part of the Trust and need time to acquaint themselves with policies and other key documents. New Members, Trustees and Governors will be assigned a suitable fellow Member, Trustee or Governor as appropriate who will support them through their first months in term.

All new Members, Trustees and Governors will be provided with an Induction Checklist as appropriate to their local Governing body, or where a Member or Trustee joins, by the Central Office HR Recruitment Specialist.



Appendix 1

Induction resources for newly appointed staff. Many of the policies will be available on the relevant school's or WHF website and all new staff and governors will be directed there in the first instance:

www.thewhitehorsefederation.org.uk

Appendix 2 – Standard Teaching & Support Staff Induction Checklist

Induction Checklist:

Name:		Role:	
Start Date & Time:		Induction Completion Deadline:	
Line Manager:		Site:	
<i>Early Career Teachers (ECT) under the Early Careers Framework (ECF) require a mentor and tutor whilst conducting their induction to the profession.</i>			
ECT Mentor		ECT Tutor	

Welcome to The White Horse Federation.

This checklist will be used by you and your Line Manager to support your induction.

A mentor or colleague may be assigned to you to help you through your first few weeks of induction.

First Day Checklist:			
Task	Who will take you through this task?	Completed Date	Signed (conducting colleague)
Tour of school / site (virtually or in person where possible)			



Meet the team				
Essential contact list				
Email and logins received				
Payslips – email and NI number as password	Your pay slips are sent to you direct via FS4S to your personal email address unless stated otherwise. To open this, you will need your NI number to hand as this is your password to access it.			
Carefirst discussed as available to employees				
Lunch time arrangements				
Rest room locations				
ID badges, door keys				
Severe weather arrangements (local)				
Absence reporting				
Policies and Training:				
Login details for Talent LMS will be sent direct to your WHF email address. Talent LMS is our main training provider platform.				
First Week Policies Checklist:				
Those marked * are mandatory for all roles				
Task	Requirement for job	Contact	Completed	Date
Standard procedures*: - Fire safety - Fire evacuation - Lockdown				
Safeguarding Training*				
Safeguarding Policy*				



Prevent Training*				
Code of Conduct*				
Cyber Security				
GDPR				
Role Specific Training to be conducted (please manually enter below. E.g. Estates/Pupil Services related):				
Cleaners / MDSAs Specific Training: Password Management Phishing Emails Training Access to your Account				
First Month Policies Checklist:				
Task	Contact	Completed	Date	
IT Policies and Courses				



<ul style="list-style-type: none"> • Password Policy • Data Protection Policy • Social Media Staff policy • Acceptable Use Agreements • eSafety & Online Safeguarding • Mobile phone policy (if issued) 			
Health & Safety Statement			
Health & Safety Organisation			
Read Wellbeing Policy			

Initial Induction Completed:

Date	
Employee Signature	
Line Manager Signature	



Check Point:

It is important to us that you are welcomed, and progressively feel more and more at home and secure in your role, team and setting. We therefore have a “check point” to end your induction process to stop, breathe and ensure you have everything you need and are gaining comfort in your new post as a member of our Trust family. Please ensure the below is completed.

Checkpoint 1 <i>1 month from start date</i>	
Line Manager's signature	
Employee's signature	
Date check completed:	
Comments on meeting:	

Completed Induction process issued and received for closure (HR use only):

Name:	Signed:	Date:
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Appendix 3 – Principals Induction Checklist

Induction Checklist - Principals:

Name:		Role:	
Start Date & Time:		Induction Completion Deadline:	
Line Manager:		Site:	

Welcome to The White Horse Federation.

This checklist will be used by you and your Line Manager to support your induction.

A mentor or colleague may be assigned to you to help you through your first few weeks of induction.

Post-acceptance tasks: ASAP where possible			
Task	Who will support you through this task?	Completed Date	Signed (conducting colleague)
Meet with key leaders e.g. Diocese, Director of education, Exec Director or/and CEO to learn about the school's context and get strategic support			
Go through Analyse School Performance (ASP), FFT data (or similar) and the school's last Ofsted report			

<p>Talk through with the Deputy/Assist. Principal the school timetable, staffing structure and development plan. You may find it useful to also have the Chair of Governors at the meeting to ask questions</p>			
<p>Read the staff handbook, school policies and procedures</p>			
<p>Plan and organise the schedule of governors' meetings for the year with the Chair of Governors</p>			
<p>With the Chair of Governors, meet with the chairs of the governing body committees to set the pace and focus the teams</p>			
<p>Plan a meeting with the Chair of Governors to review the meeting schedule and the focus of the committees</p>			

2-3 weeks before start date

Task	Who will support you through this task?	Completed Date	Signed (conducting colleague)
Book some quality time, such as a lunch meeting with your PA or Exec Director to agree how you will work together, and the methods you will use to communicate. This could also be a good time to gather some informal feedback on the strengths and weaknesses of the school			
Meet with the Estates team and Regional Manager, and ask for a disaster recovery plan in the event of emergencies and severe weather plan inc. general meet and greet and how the team support you from a MAT perspective			
Meet the Regional IT Manager for a meet and greet. Expectations and			

plans – how they support you			
Meet the Regional Pupil/Student Services Manager for a meet and greet. Expectations and plans – how they support you			
Make contact with other local Principals to the Trust to arrange visits and possible collaboration			
Under direction of your Executive Director: Work with Marketing to contact local press and, along with the Chair of Governors, offer to give an interview setting out the plans for the school			
Obtain all the passwords for the systems you will need to use, and look at the school's ICT organisation and online resources for pupils, parents and staff			
Meet with the whole senior leadership team			



to plan the year's priorities and areas of focus			
Meet with Hub HR and Finance contacts to discuss resources, budget and any staffing issues and learn how they will support you from a MAT perspective			
Plan the schedule of departmental meetings, staff meetings and the INSET themes for the year			
Plan the first INSET day and delegate responsibilities for the different presentations to members of the senior leadership team. Ask to look over the presentations in advance			
Organise the first round of assemblies and plan your first presentation			

1 week before start date

<p>Review sickness and absence statistics, Discipline, Capability and Grievance policies and Appraisals with the Hub HR Lead. Review any current staffing ER cases</p>			
<p>Where applicable: Ask PA to arrange meetings with each HoD, and their line manager on the SLT</p>			
<p>Arrange meetings with teaching assistants, and then with the Pupil/Student Services admin team, and technical teams</p>			
<p>Ask SLT to arrange focus groups of pupils/students organised by key stage, and meetings with the school council</p>			
<p>Plan where and when you will be a visible presence around school e.g., at the gates in the morning, and make sure this is do-able</p>			
<p>Walk-through of first day checklist, ensuring IT logins received, ID badge</p>			



and keys to building obtained etc			
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First Day Checklist:

Task	Who will take you through this task?	Completed Date	Signed (conducting colleague)
Email and logins received			
Payslips – email and NI number as password	Your pay slips are sent to you direct via FS4S to your personal email address unless stated otherwise. To open this, you will need your NI number to hand as this is your password to access it. All upper case, no spaces		
Simply Health & Carefirst discussed as available to employees – Wellbeing Centre on Reward Gateway			
Standard procedures: <ul style="list-style-type: none"> - Fire safety - Fire evacuation - Lockdown <i>Delievered by iHasco via Talent LMS</i>			

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Policies and Training:

Login details for Talent LMS will be sent direct to your WHF email address. Talent LMS is our main training provider platform.

Task	Contact	Completed	Date
Safeguarding Training			



Safeguarding Policy			
Prevent Training			
Code of Conduct			
First Month Policies Checklist:			
Task	Contact	Completed	Date
IT Policies <ul style="list-style-type: none"> • Password Policy • Data Protection Policy • Social Media Staff policy • Acceptable Use Agreement • eSafety & Online Safeguarding 			
Health & Safety Statement Health & Safety Organisation			
Read Wellbeing Policy			

Initial Induction Completed:

Date	
Employee Signature	
Line Manager Signature	



Teams

The White Horse Federation staff store documents on a protected, cloud based platform called Teams. All user guides to using Teams i.e. how to use, store and open documents including how to book and make video calls are based on the link: <https://teams.whfit.org.uk>

As a Leader of one of our schools, it is important to us that you know you have all the tools to hand including contacts that make up your team to support you in all aspects of your role.

Name	Job Title	Email	Phone	Role
	HR & Finance Lead			
	Secondary's Director			
	Regional Business Services Manager			
	Regional Estates Manager			
	Regional IT Manager			

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Line Manager's signature	



Employee's signature	
Date check completed:	
Comments on meeting:	

Completed Induction process issued and received for closure (HR use only):

Name:	Signed:	Date:
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