



**REDE**EVERYWHERE

REDEFINING EDUCATION

**Induction Policy**  
**January 2024**



## Introduction

Our Induction is the effective introduction of a colleague to his or her role within our organisation. This policy is intended for all staff including teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave.

All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of all our employees.

The comments of new and existing staff are welcomed, to help shape future induction procedures. It is our collective aim that staff enjoy their time at **RedEverywhere** and find it stimulating and worthwhile and feel that they are members of a successful and hardworking team.

**RedEverywhere** aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the Vision, Mission targets and objectives of the organisation.

**RedEverywhere's** induction procedures are designed to help make this happen, we recognise that young people achieve most from a well-informed, highly motivated staff.

New staff will be pro-actively supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about **RedEverywhere** and its working practices as quickly and easily as possible.

The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of our organisation

Induction is the beginning of a process of ongoing professional development, to which we are thoroughly committed. This includes access to ongoing professional support, training, appraisal and opportunities for career development

### **Key Action and Task**

- Receipt of induction documentation/handbook
- Receipt of the employment manual and staff code of conduct
- Receipt and discussion of key policies and information, which must include those covering: Safeguarding briefing , (including e-safety, staff code of conduct, mobile phones and cameras, use of reasonable force) which will include an explanation of the systems to support Safeguarding
- Safeguarding summary including information on the role and identity of the DSL, and Deputies
- Part 1 and Annex A of *Keeping Children Safe in Education 2021*

### **Policy Read**

- Health and Safety
- First aid procedures and the procedures for the administration of medication
- Whistleblowing
- Equality Diversity and Inclusion
- Behaviour and anti-bullying
- Incident Form
- Risk assessment

### **Operational Considerations**

- Staffing Rotas
- Security procedures
- Briefing, as required, on sessions and updated on any particular SEND issues or medical and dietary requirements

### **You will also receive Information on general topics, including;**

- Access and use of staff's work email address and Trello log-in details
- Door codes and security information
- Staff toilets and provision for storing personal belongings
- Protective clothing and personal equipment, where the role requires this
- Car parking and on-site vehicle movement

### **By the end of the first week:**

- Further discussion to confirm understanding of policies
- New member of staff signs to confirm having read and understood relevant policies, to include:
  - Safeguarding Policy and other policies associated with safeguarding
  - Part 1 and Annex A of Keeping Children Safe in Education 2020
  - Health and safety policy

Following on from this initial period, there will be regular points of contact between the new member of staff and his or her mentor and appraiser.

### **Induction Proforma**

The below proforma should ensure that both the new employee and their line manager know what has or has not been covered at any given time.

The new member of staff, line manager and business manager need a copy, which need to be kept up to date, so they can follow what is happening. It can also act as a reminder of anything that needs particular attention.

While a checklist is helpful, it should not turn the induction into a tick-box exercise. It should be the responsibility of both management and the new starter to ensure all items are properly covered.

## Appendix A - Staff Induction Performa

<b>Name :</b>		<b>Job Title:</b>	
<b>Start Date:</b>		<b>Date induction completed:</b> (with signature of new starter)	
<b>First day</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
Welcomed by Managing Partner Sofia Shah			
Show new employee where they will be working			
Introduce them to their line manager, colleagues, including their 'buddy' and senior managers			
Show new employee rest of organisation including facilities			
Deal with any key matters such as their P45, National Insurance number, account for wages to be paid into			
Outline health & safety			
<b>First week</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<b><i>Introduction to the company</i></b>			
Who's who, how it works and what it produces			



Future plans and Developments			
Companies Brief history			
<b><i>New employee's job</i></b>			
Explain it fully, how it fits in the organisation and work practices			
Outline expected performance and how it will be assessed			
Training			
Possible opportunities for future development			
<b><i>New employee's terms and conditions of employment</i></b> Run through them to ensure they understand and have them in writing			
This includes details of any probationary period			
Hours, breaks, holidays and when they will get paid			

Pension information; Opt in/out			
The organisation's important rules on:  Job performance Discipline Absence, including because of illness and sick pay  Complaints against staff, such as bullying and harassment Also say where more details can be found			
Other important rules such as use of the company internet, email and phones			
Periods of notice			
Maternity/paternity/parental leave/shared parental provisions			
Details such as dress code, parking, smoking and the canteen			



Complete documentation on new employee's appointment for their personal file to be kept securely			
<b>Health &amp; safety</b>  Detailed training on health & safety in the organisation			
<b>First month</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
The organisation's commitment to being an equal opportunities employer			
Details of any employee representation, including any trade union membership			
Towards the end of four weeks, an informal meeting with the line manager to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns			

<b>At three months</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<p>Review with the line manager how the new starter is settling in and performing</p> <p>This is also an opportunity to pinpoint any development needs, set timescales for achieving them and adjust work targets if required</p>			
<b>At six months</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<p>If the new employee is on probation, then it's decision time – will they stay or go?</p> <p>If they're staying, it's time for the line manager to look to the next six months, any new work objectives, and any experience, coaching or training needs</p>			
<b>At 12 months</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<p>Ask the employee for feedback on their induction – what worked well? What could be improved?</p>			



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