



the
beckmead
trust

Staff Induction Policy

- nurture
- sustain
- grow

Policy Level	Trust
Date of Approval	November 2024
Author	People & Pay Committee
Date of Next Review	November 2026

Contents

1. Induction

Appendix 1 - Checklist for New Staff

INDUCTION

Induction is the starting point for learning about the trust, the new school and ensuring that all new employees settle into their roles as quickly and effectively as possible.

The Beckmead Trust induction programme is designed to achieve the following:

- Ensure the individual understands their role, the department they work in and the organisation as a whole
- Familiarises them with the physical environment, the culture and the procedures that prevail
- Make sure they understand their legal responsibilities

It is essential that an effective induction programme is delivered to all teaching and support staff joining the trust and we follow TBT induction checklist, please see appendix 1.

The specific arrangements for the induction of Newly Qualified Teacher (NQTs) can be found here: [Induction of Newly Qualified Teachers](#).

Appendix 1

Induction checklist for new staff

When?	Task	Completed?
Before the employee's first day	Identify who will be responsible for induction, including assigning 'buddies' and/or mentors	☐
	Set up employee's ICT account, phone and internet access	☐
	Make sure first week of induction is scheduled and planned, and relevant members of staff are notified, e.g. notify your designated safeguarding lead (DSL) about carrying out safeguarding training	☐
	Send out induction pack	☐
First day	Introduce colleagues, pupils, 'buddy' and/or mentor	☐
	Take employee on a tour of the school	☐
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents	☐

	Remind employee of: • The school timetable, including timings of staff meetings, assemblies and registration • Expectations around staff conduct, e.g. use of mobiles, social media and dress code • Conditions of employment, and absence and disciplinary procedures All of the above should be outlined in the induction pack.	☐
	Help employee to become familiarised with ICT account, phone system and reprographics, e.g. photocopier	☐
	Explain the school's behaviour and rewards system	☐
First week	Make sure employee meets SLT and has safeguarding training	☐
	Make sure employee attends induction training sessions with relevant members of staff, e.g. the hiring manager	☐
	Make sure employee meets with line manager at the end of the first week to: • Review progress • Identify training and development needs	☐
	Make sure employee's line manager outlines the school's performance management system and begins to determine objectives	☐
First month to 6 months	Arrange additional training for the employee based on the review of the first week	☐
	Arrange follow-up session between employee and DSL	☐



	Ensure regular 1-to-1 meetings are held between employee and: • Buddy and/or mentor • Line manager	☐
	Evaluate the success of the employee's induction programme, and use findings to inform future practice	☐

