




# The LETTA Trust

## Induction Policy for Staff

<b>Approved &amp; adopted on:</b>	Spring 2025	<b>To be reviewed:</b>	Spring 2028
<b>Reviewed by:</b>	Trust Board Resources Committee	<b>Signed:</b>	



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## 1. Introduction

At The LETTA Trust we believe that it is only by recruiting and developing the best quality staff that we will achieve our vision for the pupils in our schools. Our staff team is the most valuable resource we have. This policy outlines the broad principles that govern our approach to staff induction which is the beginning of a professional learning journey with the Trust.

## 2. Aims

The induction process is designed to help new staff become familiar with the requirements of their role and learn about the school ethos, priorities and working practices. It provides guidance to help leaders ensure that new staff members are welcomed and supported effectively so they settle quickly and can carry out their role to the highest standard. Safeguarding and child protection feature prominently in the induction process.

The induction process details the ECT Induction requirements and probationary periods for support staff.

## 3. Roles & Responsibilities

All members of staff have a role to play in the successful induction of new staff, be it in a formal or informal manner. It is the **Headteacher's and HR Manager's** responsibility to ensure that an effective induction takes place.

Appendix 2 contains the Induction process with detailed responsibility in each area. Appendix 3 presents the induction and onboarding timeline.

The **HR Manager** arranges to meet with the new staff soon after appointment for an induction and will ensure that the induction checklist is completed (Appendix 4).

The **line manager or mentor** is responsible for putting together and implementing an induction plan for their new team member and completes the school checklist (Appendix 5). This includes:

- Encouraging reflection and development
- Ensuring colleagues are giving appropriate training, support and guidance
- Providing guidance on professional matters including professional conduct
- Sharing safeguarding practice
- Answering any questions that arise from the Induction Pack information

The **new member of staff must** ensure they participate fully in the induction process and work with their line manager or mentor to complete all the activities listed on their Induction Plan. There is an expectation that new staff are proactive in asking for information or support.

## 4. Summary of the process for all new staff members

New staff members are invited to attend an induction day in school before they start where they meet with their line manager or mentor, a member of the leadership team and other relevant people. This enables them to become familiar with the school values, policies and job expectations. By assigning a line manager we ease the transition of recently appointed staff by setting up clear communication channels with someone more experienced.



The line manager and inductee meet on a weekly basis to carry out activities on the induction plan, discuss issues which may have arisen and identify areas needing additional support.

## **5. Information specific to Early Career Teachers (ECT)**

Early Career Teachers (ECT) undertake a two-year induction period. The Early Career Framework (ECF), which outlines the best available evidence of what teachers should know and be able to do, underpins the induction period.

Prior to the start of the Induction Period, Early Career Teachers who have trained with LETTA ITT complete a Career Entry Passport (CEP). The CEP is used as the basis for setting individual targets and to create a plan of bespoke support.

ECTs are allocated a 10% timetable reduction in their first year of induction, and a 5% timetable reduction in the second year of induction. During this time, ECTs undertake a DfE approved Full Induction Programme (FIP).

ECTs are assigned a mentor to support them to understand the evidence base provided by the ECF and translate it into classroom practice. The mentor is expected to hold QTS and has a key role in supporting the ECT during induction and is separate to the induction tutor.

Schools appoint an induction tutor, who also holds QTS. The induction tutor provides regular monitoring and support, and coordination of assessment. ECTs have two formal assessments: one at the end of each induction year, supported by progress reviews in each term where there isn't a formal assessment.

If at any time there is a concern about the ECT meeting the Teachers' Standards, the induction tutor makes the area of concern known to the ECT immediately and the necessary support is provided. If necessary this may include support from the Appropriate Body (AB). On successful completion of the induction programme, teachers are included in the trust-wide appraisal process.

## **6. Links to other policies**

- Safeguarding and child protection policy (safer recruitment)
- Probationary policy
- Appraisal policy
- ECT policy



## Appendix 1: Induction Process

### 1. Before starting

#### Induction (from HR Manager)

- History of the Letta Trust
- Schools information
- School values and Ubuntu
- Child Protection and Safeguarding
- Health and safety and medical needs
- Relevant policies and procedures (Staff Code of Conduct, Whistle Blowing, Security, GDPR, Computer Safety, Probationary Period and Performance Management)
- Job description and person specification
- Salary, pensions and union information

### 2. Week 1 Induction (from school leader)

- Tour of school
- Staff handbook
- Staff list including governors
- Map of school
- Times of school day
- Policies
- Other relevant documentation
- Meet with mentor

### 3. Week 2 - First Line management meeting

### 4. Week 6 - First probationary review

### 5. Week 12 - Second probationary review

### 6. Week 18 - Final probationary review



## Appendix 2: Induction process flow chart

		Actions	Safeguarding	Accountable	Responsible	Support	Notes
		Induction prior to starting work					
		New staff email address is set up		HR Manager	IT Service Provider	Admin staff	
		↓					
		Trust Induction is scheduled to welcome new staff and outline expectations, including safeguarding. Ensure new staff understand the role of DSL and any deputy DSLs, including who they are. Ensure staff are aware of their local early help process and understand their role in it. Ensure staff know what to do if a pupil tells them they are being abused or neglected.		HT/HR Manager	HR Manager		
		↓					



		<p>Provide new staff with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy</li> <li>• Health and Safety Policy</li> </ul> <p>Probation Policy</p> <ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Staff Code of Conduct</li> <li>• Children Missing from Education Policy</li> <li>• Safer Working Practices Policy</li> </ul>	⇒	New staff member to sign to say they have read and understood the policies and documents		HT/HR Manager	Office Manager	Admin staff	Provided as a link to the policy section on school websites
		↓							
		Provide access to appropriate safeguarding and child protection training.	⇒	This is a safeguarding requirement		HT/HR Manager	HR Manager	Office Manager	Training available via EduCare. Accounts created by HR Manager.
		↓							
		Provide new staff with the relevant staff handbook				HT/HR Manager	Office Manager	Admin staff	
		↓							
		Ensure new staff have read and signed the latest version of part 1 KCSIE.	⇒	This is a safeguarding requirement		HT/HR Manager	Office Manager	Admin staff	



		↓						
<b>Induction during the first 3 months (all staff) and probationary period (support staff only)</b>								
		Line manager to oversee induction beginning with welcome on Day 1 and an announcement and introduction in staff briefing, the school newsletter and on Twitter			HT	Line Manager	Admin staff	Line managers must have access to key documents and be confident with how to carry out an induction and contract with new staff members. Experienced leaders or the HR Manager will model the process if required.
		↓						
		Support staff only: Introduce employee to the Probationary Policy and procedure			HT	Line Manager	Office Manager	Office Manager shares probation review dates with Line Manager and Employee
		↓						





		Establish a list of regular tasks, goals for the first year, and key performance indicators			HT	Line Manager		
		↓						
		Schedule "meet and greets" with key stakeholders and teams			HT	Line Manager		
		↓						
		Provide information about the growth potential for their specific position or upward mobility at the LETTA Trust (e.g. the career roadmap)			HT	Line Manager		
		↓						
		End of first week pulse check-in to find out how new staff members feel overall and also find out if they have the specific support, resources, and equipment they need to work efficiently and effectively (outside of general 1-1s)			HT	Line Manager		
		↓						



		30-day pulse check-in to find out how new staff members feel overall and also find out if they have the specific support, resources, and equipment they need to work efficiently and effectively (outside of general 1-1s)				HT	Line Manager		
		↓							
		Support staff only: 6 week meeting to formally review progress and set targets				HT	Line Manager	Office Manager	Office Manager shares probation review dates with Line Manager and Employee
		↓							
		60-day pulse check-in to find out how new staff members feel overall and also find out if they have the specific support, resources, and equipment they need to work efficiently and effectively (outside of general 1-1s)				HT	Line Manager		
		↓							



		Support staff only: 12 week meeting to formally review targets and set new targets				HT	Line Manager	Office Manager	Office Manager shares probation review dates with Line Manager and Employee
		↓							
		90-day pulse check-in to find out how new staff members feel overall and also find out if they have the specific support, resources, and equipment they need to work efficiently and effectively (outside of general 1-1s)				HT	Line Manager		
		↓							
		Support staff only: 18 week meeting to formally review targets and sign off				HT	Line Manager	Office Manager	Office Manager shares probation review dates with Line Manager and Employee
		↓							
		Support staff only: New staff member joins the appraisal and staff development process				HT	Line Manager	Office Manager	Office Manager shares probation review dates with Line Manager and Employee



## Appendix 3: Induction Plan

Induction and Onboarding Timeline		
Pre-employment	Safeguarding online module	Employee
<b>MONTH 1</b>		
<p><b>Before starting</b></p> <p><b>Week 1</b></p>	<p><b>HR induction:</b></p> <ul style="list-style-type: none"> <li>● History of the Letta Trust</li> <li>● Schools information</li> <li>● School values and Ubuntu</li> <li>● Child Protection and Safeguarding</li> <li>● H&amp;S, Medical needs</li> <li>● Relevant policies and procedures (Staff code of conduct, whistle blowing, security, GDPR and computer safety and Probation Period and Performance Management).</li> <li>● JD and PS</li> <li>● Salary, Pensions and Union information</li> </ul> <p><b>School based induction:</b></p> <ul style="list-style-type: none"> <li>● Tour of school</li> <li>● Receive staff handbook</li> <li>● Policies</li> <li>● Staff list including governors</li> <li>● Map of school</li> <li>● Times of school day</li> <li>● Other relevant documentation</li> <li>● Meet with mentor</li> </ul>	<p>HR manager</p> <p>HT/DHT/AHT/PL</p>
<b>Week 2</b>	First line management meeting	Line Manager
<b>Week 3</b>		
<b>Week 4</b>		



MONTH 2		
<b>Week 5</b>		
<b>Week 6</b>	First probationary review	PL or AHT
<b>Week 7</b>		
<b>Week 8</b>		
MONTH 3		
<b>Week 9</b>		
<b>Week 10</b>		
<b>Week 11</b>		
<b>Week 12</b>	Second probationary review	PL or AHT
Final probationary review		
<b>Week 18</b>	Final probationary review	PL or AHT



## Staff Induction Form (HR)

School site:    Bygrove Primary School                      Stebon Primary School

Name: \_\_\_\_\_ Post: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Start date: \_\_\_\_\_

### **PRESENTATION**

#### **WELCOME TO THE SCHOOL**

- Outline of the school
- School aims and objectives
- Staff handbook
- Policies

- Refer to the school website where all policies can be found, staff advised to read before Induction day
- Staff Code of conduct
- GDPR/Data Protection
- Staff Wellbeing

#### **DOCUMENTATION**

- New Starter forms completed and returned to HR/School Office

#### **SAFEGUARDING**

- Sign KCSIE
- Check understanding of EduCare package
- Introduce DSL & DDSLs
- Scenarios

#### **SAFETY**

- Procedures in the event of an accident
- School health & safety policy
- Smoking policy



### **THE JOB AND ITS RESPONSIBILITIES**

- The job description
- Relevant policies and procedures
- Performance management, training and career opportunities

### **HOURS OF WORK**

- School terms and school day
- Absenteeism and punctuality

### **SALARY**

- Explanation for methods and frequency of payment
- Explanation of salary reviews, overtime etc
- Explanation of salary electronic payslips

### **PENSION SCHEME**

- Automatic enrolment, opt out

### **SICKNESS**

- Procedures to be adopted if absent through accident or sickness
- Medical certificates, system of payment whilst absent, qualifying period, duration of sickness payment

### **OTHERS**

- Laptop – including network & email login ID and password
- Other items please specify

### **THE ABOVE POINTS HAVE BEEN EXPLAINED TO ME**

Signed (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (line manager): \_\_\_\_\_ Date: \_\_\_\_\_



## Staff Induction Form – School

School site: Bygrove Primary School Stebon Primary School

Name: \_\_\_\_\_ Post: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Start date: \_\_\_\_\_

### WELCOME TO THE SCHOOL

- Staff handbook

### TOUR OF SCHOOL

- Description of school functions i.e. staff morning meetings
- Parking facilities
- Eating facilities
- Noticeboards
- Introduction to Line Manager
- Location of toilets, fire points, normal and emergency exits
- Introduction to colleagues
- Outline of management structure in school

### KEY POLICIES

- Behaviour
- Child Protection & Safeguarding
- Names & photos of DSL & DDSLs

### SICKNESS

- Procedures to be adopted if absent through accident or sickness

### HOURS OF WORK

- School terms and school day
- Absenteeism and punctuality
- Good timekeeping





**FIRE PRECAUTIONS**

- Procedures in the event of fire alarm
- Use of fire fighting appliances

**SAFETY**

- Security

**OTHERS**

- ID lanyard & pass
- Network & email login ID and password
- Other items please specify

**THE ABOVE POINTS HAVE BEEN EXPLAINED TO ME**

Signed (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (line manager): \_\_\_\_\_ Date: \_\_\_\_\_