

Induction Guidance

An effective induction programme is important in ensuring the employee's first impressions of the school are positive and provides an opportunity to introduce new employees to the culture and ways of working of the school. It can help new employees settle in, become productive more quickly and can reduce employee turnover and absenteeism. The induction process also ensures employees are clear on what is expected from them in their role and allows them to understand where they fit in at the school.

1 Induction programme

All new employees (including volunteers, temporary employees, agency workers and apprentices) should receive an induction to ensure that they are integrated well into the school and ensure they have the knowledge and support they need to perform their role.

The headteacher (or appropriate manager), should meet with all new employees on their first day to provide them with basic information about the school and relevant policies. The induction checklist, available on the Schools Portal, ensures that the following key areas are covered as part of the induction programme:

- Health, safety and compliance
- Safeguarding
- Facilities and IT
- School information
- Zero tolerance approach to sexual harassment (covered in Code of conduct)
- Culture and values
- Benefits and policies
- Learning and development
- Role specific information

The induction checklist should be fully completed and signed by all parties. A copy of the completed checklist should be retained in the employee's personal file within the school.

2 Review meetings

Regular review meetings should be arranged with the employee to see how things are going and to provide an opportunity for discussion and questions. If any concerns have arisen in relation to the new employee, this should also be raised with them and dealt with promptly.

3 Early Career Teacher's Induction

Early Career Teachers (ECT's) will be undertaking a formal ECT Induction but they should also be given a wider induction in line with this guidance document including the completion of the induction checklist.



HR Advice and Support

This policy has been developed by the HR Advice and Support team, based on current legislation and best practice. If you would like any advice on the application of this policy, please do not hesitate to contact the team:

Telephone	03000 266688
Email	hradvice@durham.gov.uk

Further support can be accessed by contacting (subject to SLA buy in):

Pay, Reward and Employee Services	pesschools@durham.gov.uk
Occupational Health	occhealthadmin@durham.gov.uk
Health and Safety	hsteam@durham.gov.uk
Employee Assistance Programme	https://wisdom.healthassured.org/login DCC Employer Code: MHA042951 0800 028 0199

Author	Version	Last review	Next review
GT	v 1.3	September 2024	January 2027

The school complies with all relevant statutory obligations. The school privacy notice provides more specific information on data collected and how it is handled, a copy of which can be accessed from the school. For more information please contact the school directly.

If you have any concerns about how your data is handled, please contact either the school Data Protection Officer (details available from the school office), or the Information Commissioner's Office.