



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust

# Induction Policy & Guidance

|                    |  |                    |                                    |
|--------------------|--|--------------------|------------------------------------|
| Policy Level       | Trust/Statutory                                      | Ref No             | <b>HR22</b>                        |
| Approved by        | <b>Trust Board</b>                                   | Approved date      | <b>3<sup>rd</sup> October 2023</b> |
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## 1. Introduction

At St Teresa of Calcutta Catholic Academy Trust, we recognize the value of our employees and understand the importance of a smooth and effective induction process. This Induction Policy outlines our commitment to providing a comprehensive onboarding experience for all new employees to ensure they integrate seamlessly into our organization and thrive in their roles. The policy is designed to create a positive and welcoming environment, promote understanding of our culture, values, and processes, and facilitate the acquisition of essential skills and knowledge.

## 2. Objectives

The main objectives of our Induction Policy are:

- a. To welcome new employees warmly and create a positive first impression of our organization.
- b. To provide essential information about the company, its culture, policies, and procedures.
- c. To equip new employees with the necessary skills, knowledge, and resources to perform their roles effectively.
- d. To foster a sense of belonging, engagement, and teamwork among new and existing employees.
- e. To ensure compliance with relevant laws, regulations, and internal policies.

## 3. Induction Process

Our induction process is a structured and multi-dimensional program that covers various aspects of the organization. It includes the following components:

### 4. Pre-employment Stage

Pre-arrival communication: new employees will receive a welcome email or letter, including their first-day schedule and any necessary pre-employment paperwork.

Pre-employment paperwork: HR will provide necessary forms for tax, benefits, emergency contacts, and other employment-related matters.

IT and equipment setup: The IT department will ensure that the employee's computer, email, and other necessary equipment are ready for use on their first day.

### 5. First Day Orientation

Welcome and introduction: HR and management will greet the new employee and introduce them to their team members and key personnel.

Workplace tour: A guided tour of the office or workplace, including essential facilities and safety procedures, will be provided relevant to your role.

Policies walk through: An overview of our company policies, code of conduct, and employee handbook will be presented.

### 6. Health And Safety

**School line managers** have a duty to ensure that all new members of staff receive an effective health & safety induction. The new employee should be given all relevant information on the school policies and procedures that will allow them to work safely. This will include arrangements

for first aid, fire and evacuation etc. The focus should be on the **significant** issues which are likely to occur in the new employee's role.

**For more information, please refer to appendix 2.**

## **7. IT and security briefing:**

Information about cybersecurity best practices and the safe use of IT resources will be provided.

## **8. Role-specific Training**

Job description and expectations: The employee's manager will clarify their job description, roles, responsibilities, and performance expectations.

Training and development: On-the-job training, workshops, and access to relevant online courses will be arranged to enhance the employee's skills **(For support staff this will be after the six months' probation has been completed.)**

Shadowing and mentoring: new employees will have the opportunity to shadow experienced colleagues and be assigned a mentor for support.

## **9. Trust/ School Overview**

Organisational structure: An introduction to the Trust's, departments, and reporting lines will be provided.

Mission, vision, and values: An overview of our organization's mission, vision, and core values will be shared to foster alignment with our goals.

Products and services: Information about our products, services, and market positioning will be given to promote understanding of our business.

## **10. Company Policies and Procedures**

Compliance training: Employees will receive training on compliance with laws, regulations, and internal policies relevant to their roles.

Code of conduct: The importance of ethical behaviour and adherence to our code of conduct will be emphasised.

## **11. Benefits and Employee Resources**

Employee benefits: An explanation of our benefits package, including health insurance, retirement plans, and other perks, will be provided.

Employee resources: Information about HR services, employee assistance programs, and wellness initiatives will be made available.

## **12. Communication and Feedback**

Communication channels: Employees will be familiarized with the various communication tools used within the organisation, including email, chat platforms, and team meetings.

Performance feedback: The performance evaluation process and the importance of ongoing feedback will be explained.

### 13. Social Integration

Team-building activities: Social events and team-building activities will be organized to facilitate relationships and collaboration.

Networking opportunities: new employees will be encouraged to participate in company events and professional networking groups.

### 14. Evaluation and Follow-up

Induction evaluation: The effectiveness of the induction process will be evaluated periodically to identify areas for improvement.

Follow-up meetings: Regular check-ins will be conducted to address any concerns and provide ongoing support to new employees.

### 15. Conclusion

At St Teresa of Calcutta Catholic Academy Trust, we are committed to providing a supportive and inclusive environment for our employees. This Induction Policy reflects our dedication to ensuring a successful onboarding experience that fosters professional growth, team cohesion, and a positive work culture. We believe that a well-designed induction process sets the foundation for a fulfilling and rewarding journey with our organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_


(Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Human Resources

**Appendix 1**



## Appendix 2

|   |   |  |          |   |
|---|---|--|----------|---|
|  | <b>STOCCAT<br/>HEALTH &amp; SAFETY GUIDANCE</b> |  |          |   |
|   | DATE:   | March 2023   | VERSION: | 1 |
|   | REVIEW DATE:                                    | March 2025   |          |   |
|   | SUBJECT:  | <b>HSG04 H&amp;S INDUCTION CHECKLIST<br/>FOR PRIMARY AND SECONDARY<br/>SCHOOLS</b> |          |   |

This document has been developed for all schools in the Trust to implement, use and then retain.

### INTRODUCTION

**School line managers** have a duty to ensure that all new members of staff receive an effective health & safety induction. The new employee should be given all relevant information on the school policies and procedures that will allow them to work safely. This will include arrangements for first aid, fire, and evacuation etc. The focus should be on the **significant** issues which are likely to occur in the new employee's role.

Information from the Health and Safety Executive (HSE) show that new staff are as likely to have an accident in the first 6 months as during the whole of the rest of their working life. The extra risk arises due to:

- lack of experience of working in a new sector or workplace
- lack of familiarity with the job and the work environment
- reluctance to raise concerns (or not knowing how to)
- eagerness to impress workmates and managers.

This means new staff:

- may not recognise hazards as a potential source of danger.
- may not understand 'obvious' rules for use of equipment.
- may be unfamiliar with site layout - especially where site hazards may change from day to day.
- may ignore warning signs and rules or cut corners.

Following the induction school line managers must check new employees have understood the information, instruction and training they need to work safely, and are acting on it. Supervision is essential.

It is also essential to ensure workers know how and with whom they can raise any concerns about health and safety, emergency arrangements and procedures.


In some schools the Business Manager or Site Manager will also provide parts of the induction. However, the Line Manager is responsible for the sign off the checklist.

### RECORDING INDUCTIONS

It is important (for both the school and the member of staff) that there is a clear record of what has been provided as part of induction. The Trust advises the following checklist is used for all standard inductions. This helps managers demonstrate the induction took place and the nature of information shared.

### HIGHER RISK DEPARTMENTS

Managers in higher risk areas will want to capture the additional information they provide at induction. For example, Science may discuss CLEAPPS, management of radioactive sources. PE may mention how they use AFpE guidance and equipment pre use checks etc. If further guidance is needed, please speak to the Trusts Health, Safety and Compliance Manager.

|   |  |                          |                          |          |
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|  <p><b>ST TERESA<br/>of CALCUTTA</b><br/>Catholic Academy Trust</p>  | <p><b>School Name</b></p> <p><b>Health and Safety Induction Checklist</b><br/> <i>the line manager must complete this checklist with the member of staff and record information provided by ticking the relevant boxes, <u>not all areas may be relevant for all staff thus ensure those are recorded as not applicable.</u><br/> Once completed both the manager and employee must sign off completion.<br/> Induction records are stored <b>[insert where]</b></i></p> |                          |                          |          |
| Name:   |  | Job title:               |                          |          |
| Line manager name:  |  | School buddy name:       |                          |          |
| Start date:   |  |                          |                          |          |
| <b>Accident and Hazard Reporting</b>  |  | Yes                      | No                       | Comments |
| The manager must explain: - <ul style="list-style-type: none"> <li>The procedure for the reporting of an accident/incident/near miss.</li> <li>The location and use of minor injury logs and full accident forms</li> <li>How accidents are investigated and escalated to the Headteacher and Trust</li> </ul>  |  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Asbestos Log</b>   |  |                          |                          |          |
| The manager or Site Manager will explain: - <ul style="list-style-type: none"> <li>The location and use of site asbestos register, including the instruction not to undertake <b>any</b> work that could interfere with the fabric of the building, unless authorised.</li> <li>The location of any known asbestos relevant to the employee's area of work (if it could be disturbed by their use). <b>This would be also relevant to teachers etc. if they could inadvertently damage asbestos by putting pins/tacks into walls.</b></li> <li>Who to report any asbestos concerns to.</li> </ul> |  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>COSHH</b>  |  |                          |                          |          |
| Dependent on role the manager, or Site Manager will explain: - <ul style="list-style-type: none"> <li>Staff must not bring their own COSHH products onto site.</li> <li>Purchasing arrangements for COSHH</li> <li>Where COSHH items are kept and where the inventories are located</li> <li>The risk assessment process</li> <li>The process for spills</li> <li>the importance and use of personal protective equipment</li> </ul>  |  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Communication &amp; Consultation on Health &amp; Safety</b>  |  |                          |                          |          |
| Managers will explain the formal channels of communication within the school for H&S, e.g., staff meetings, hazard raising, Safety Forums   |  | <input type="checkbox"/> | <input type="checkbox"/> |          |



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|   |                          |                          |  |
| <b>Display Screen Equipment (DSE)</b>   |                          |                          |  |
| If a new starter is to use DSE for a significant part of their day. The manager will explain the DSE self-assessment process.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Fire &amp; Emergency Procedures</b>  |                          |                          |  |
| The manager or site manager will explain: - <ul style="list-style-type: none"> <li>• Frequency of fire drills (termly)</li> <li>• How to raise the alarm in the event of an emergency</li> <li>• Evacuation procedure and any specific duties</li> <li>• Personal Emergency Evacuation Plan (PEEP) process</li> <li>• Managers will show: - <ul style="list-style-type: none"> <li>• A copy of the emergency procedures documents</li> <li>• Emergency exit routes, alarm call points</li> <li>• Assembly point</li> <li>• Evacuation procedures</li> </ul> </li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>First Aid Provision</b>  |                          |                          |  |
| The manager will explain: - <ul style="list-style-type: none"> <li>• Names and locations of school's first aiders (4-day 1<sup>st</sup> aid at work, paediatric first aid, emergency first aid)</li> <li>• Where to go for first aid assistance</li> <li>• Location of first aid boxes/equipment including travel kits and defibrillators</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Health and Safety Policy</b>   |                          |                          |  |
| Managers will provide a copy of local H&S policy and summarise its contents, particularly: - <ul style="list-style-type: none"> <li>• Responsibility of governing body, headteacher, managers</li> <li>• Employer &amp; employee duties</li> <li>• Local arrangements sections relevant to them</li> <li>• Any H&amp;S roles they will fulfil in school.</li> <li>• How to report any H&amp;S concerns</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Housekeeping Arrangements &amp; Defect Reporting</b>   |                          |                          |  |
| The manager or site manager will explain: -<br>Principles of good housekeeping, particularly<br><b>Fire safety</b> <ul style="list-style-type: none"> <li>• Storage of combustibles.</li> <li>• Signing in &amp; out system.</li> <li>• Keeping corridors &amp; exit routes clear of obstructions.</li> <li>• Any other site-specific issues.</li> </ul> <b>Electrical safety</b> <ul style="list-style-type: none"> <li>• Regularly checking for obvious faults such as loose wires</li> <li>• Not using obviously defective equipment and procedures for taking out of service</li> <li>• Note that staff must not bring any electrical item of equipment into the workplace unless authorised by the Headteacher.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>General workplace safety</b>   |                          |                          |  |

|  |                          |                          |  |
|--|--------------------------|--------------------------|--|
| <ul style="list-style-type: none"> <li>• Avoiding trip-hazards, e.g., cables, wires, boxes in main foot-traffic routes</li> <li>• Keeping workplace clean &amp; tidy as far as possible</li> <li>• Procedure for reporting any building /maintenance defects and concerns relating to health &amp; safety.</li> <li>• Location of defect report logbook (if any)</li> </ul>  |                          |                          |  |
| <b>Infection Control</b>   |                          |                          |  |
| The manager will explain: - <ul style="list-style-type: none"> <li>• Principles of good hygiene.</li> <li>• Any site specific or student specific hygiene matters</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Lone Working/remote working/Personal Safety</b>   |                          |                          | Lone working means work carried out unaccompanied or without immediate access to assistance. |
| The manager or site manager will explain: - <ul style="list-style-type: none"> <li>• School procedures for lone working / remote working or personal safety</li> <li>• they will remind staff work involving significant risks (e.g., work at height) must not to be undertaken whilst working alone.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Medicines</b>   |                          |                          |  |
| The manager will explain: -<br>School policy if the worker will store or administer medication.  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Offsite visits</b>  |                          |                          |  |
| The manager will explain: - <ul style="list-style-type: none"> <li>• School procedures and EVC's role.</li> <li>• Use of EVOLVE</li> <li>• Timings for trip submission</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Personal Protective Equipment</b>   |                          |                          |  |
| If PPE will be used, the manager will explain: - <ul style="list-style-type: none"> <li>• Why clothing/equipment is needed.</li> <li>• How to request replacement equipment/clothing</li> <li>• How to wear and store properly (if necessary)</li> <li>• How to check for and report defects</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Risk Assessments</b>  |                          |                          |  |
| The manager will explain and/or show as appropriate: <ul style="list-style-type: none"> <li>• Principles and location of school risk assessments</li> </ul> this might involve discussing -Site/premises hazards, procedures for safe systems of work, lone working – <ul style="list-style-type: none"> <li>• new &amp; expectant mothers risk assessment (if applicable)</li> <li>• PEEPS or use of CLEAPSS model risk assessments</li> <li>• Student risk assessments</li> <li>• Trip risk assessments</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |  |

|  |                          |                          |   |
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|  |                          |                          |   |
| <b>Specific Hazards and Higher Risk Departments</b>  |                          |                          |   |
| <p>Manager must explain any specific risks relevant to the role and the safe use of any equipment. Any training needs for safe equipment use can be captured here.</p> <p><b>Ensure the risk assessments for these are shared with the employee.</b></p> <p><b>Department Heads may want to develop their own supplementary induction checklist focussing on their own specific hazards and work processes</b></p> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Add details on specific job risks/training discussed here.</i> |
| <b>Wellbeing</b>   |                          |                          |   |
| <p>Explain systems in place within school for responding to individual concerns (e.g., OH, use of Employee Assistance Programme, membership of Wellbeing programme etc.</p>  | <input type="checkbox"/> | <input type="checkbox"/> |   |

|                      |  |       |  |
|----------------------|--|-------|--|
|                      |  |       |  |
| Employee's signature |  | Date: |  |
| Manager's signature  |  | Date: |  |