



# Induction Policy (Staff-Volunteers-Students)

## 2025 - 2026

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RESILIENCE - EMPOWER - ACHIEVE - COURAGE - HONESTY

## Policy Statement

To ensure safety, safeguarding, and effectiveness, REACH provides a structured induction for all staff, volunteers, students, and parents/carers. Induction covers safeguarding, health & safety, policies and procedures, curriculum/role expectations, daily practice, and information governance.

## 2. Aims

- Ensure every new joiner understands our values, standards, and safeguarding culture.
- Provide the training, information, and support needed to perform safely and effectively.
- Embed legal and regulatory requirements (e.g., KCSIE, H&S law, UK GDPR).
- Reduce risk and improve retention by giving a consistent, supportive start.

## 3. Scope

Applies to: all employees (permanent, fixed-term, part-time), volunteers, students on placement, and parents/carers (via the Induction Handbook). Contractors receive site safety and safeguarding briefings via the Visitors/Contractors procedure.

## 4. Core Procedures (All Inductions)

- Welcome & Introductions: key staff, designated leads, and team members.
- Site Orientation: rooms, staff areas, first aid points, toilets, fire exits/routes, assembly points, accident reporting.
- Safeguarding: DSL team, reporting concerns/whistleblowing, low-level concerns, code of conduct, safer working practice.
- Health & Safety: risk assessments relevant to the role, emergency procedures, incident/near-miss reporting, PPE (if applicable).
- Policies: confirmation of reading and adherence (see section 8).
- Role/Curriculum/Daily Routines: timetable, supervision expectations, behaviour policy, attendance and punctuality standards.
- Confidentiality & Data Protection: UK GDPR basics, secure handling of records, acceptable use of IT.
- Reasonable Adjustments: discuss and implement any required accessibility or support adjustments.
- Parent/Carer Introduction (where relevant): communication routes, expectations, and the Parent & Student Induction Handbook.

## 5. Staff & Volunteers

### 5.1 Pre-employment/Pre-start Checks

Completed before unsupervised work:

- Right to work verification.
- References (satisfactory).
- Enhanced DBS (with barred-list check where required by role) and risk assessment if any checks are pending.
- Qualification/professional registration where applicable.
- KCSIE (2025) read receipt for all staff working with children.

### 5.2 Induction Period & Probation

- Duration: minimum 2 weeks, up to 6 months, aligned to the probation period.
- Induction meetings typically at week 2, week 4, and every 2 weeks thereafter (or sooner as needed).
- Evidence kept via the Induction Checklist (Appendix A) and stored on the personnel file.
- Successful completion forms part of the probation decision. Extensions (with reasons and support plan) may be used if standards are not yet met.

### 5.3 Mandatory Training (role-based)

- Safeguarding & Child Protection (KCSIE updates; reporting concerns; safer working practice).
  - Prevent Duty awareness.
  - Health & Safety (including fire, first aid awareness, accident reporting).
  - Behaviour/Positive Handling (incl. reasonable force guidance).
  - Data Protection/Information Security & Acceptable Use.
  - SEND awareness and reasonable adjustments.
  - First Aid/Epipen/Asthma (as role requires).
  - Educational Visits (for trip leaders).
- Refresher intervals are tracked on the training matrix.

### 5.4 Support & Reviews

Regular reviews cover:

work quality, competencies, conduct, attendance/punctuality, relationships, and training needs. Notes are taken, shared with the employee, and retained per GDPR/Retention Policy.

Reasonable adjustments are reviewed and updated as required.

## 5.5 Volunteers

- Must complete safer recruitment steps proportionate to role (including DBS where necessary).
- Are supervised appropriately; never left in sole charge unless fully cleared and trained.
- Sign to confirm policy reading and role boundaries.

## 6. Student Induction (Pupils on Roll/Placement)

- H&S walk-through, fire evacuation, behaviour and mobile phone rules, attendance/late procedures.
- Safeguarding & who to talk to (DSL presence explained).
- Timetable & routines, enrichment, and support routes.
- Check-in by week 6 (earlier if needed) to gather views, adjust support/IHPs/targets, and resolve issues.

## 7. Parents/Carers

All parent(s)/carer(s) receive the REACH Parent & Student Induction Handbook (facilities, routines, safeguarding, communication routes, attendance, behaviour, uniform/equipment, complaints).

Parents are signposted to privacy notices, policies, and points of contact.

## 8. Documents to Read & Acknowledge (Staff/Volunteers)

- Safeguarding/Child Protection Policy (KCSIE summary/Part 1 or Annex A as applicable)
- Staff Code of Conduct & Low-Level Concerns/Whistleblowing
- Behaviour Policy (incl. positive handling/reasonable force guidance)
- Health & Safety Policy & Fire Safety Procedure/Evacuation
- First Aid & Medical Needs/Administration of Medicines
- Data Protection (UK GDPR) & Acceptable Use/IT Security
- Equality & Diversity Policy
- Educational Visits Policy (if applicable)
- Drugs & Substance Misuse Policy

Acknowledgement is recorded on the Induction Checklist.

## 9. Tailoring & Reasonable Adjustments

Induction is adapted to individual needs (e.g., disability, neurodiversity, returning from leave, new managerial roles). Adjustments could include assistive tech, varied training formats, mentoring, timetable modifications, or environmental changes.

## 10. Progress Reviews & Performance

- Frequency: every 2 weeks during induction/probation (or more frequently if needed).
- Content: objectives, training completed, areas for support/improvement, wellbeing check, and any adjustments.
- Outcomes: support plan/actions; concerns addressed informally where possible, or via performance/disciplinary procedures if required.

## 11. Records, Data Protection & Retention

Induction records (checklists, training certificates, review notes) are kept securely and retained in line with the Data Retention Schedule. Individuals may access their own records under UK GDPR.

## 12. Evaluation & Continuous Improvement

Induction is reviewed annually. Feedback is gathered from: new starters (end-of-induction survey), early leavers (exit interviews), and line managers. Learning informs updates to content, sequencing, and support.

## 13. Roles & Accountability

- Head of Provision: overall accountability; ensures compliance, resources, and monitoring.
- SLT: deliver day-to-day induction, coaching, and reviews; complete checklists.
- HR/Business Manager: oversees safer recruitment, records, training matrix, and policy acknowledgements.
- DSL Team: delivers safeguarding induction, monitors understanding and culture.
- All Staff/Volunteers: engage fully; uphold standards; ask for support when unsure.

## 14. Monitoring & Review

Reviewed annually or sooner if legislation/guidance changes (e.g., KCSIE updates) or lessons from incidents require earlier revision.