

Title	Staff Induction
Associated Policies	<ul style="list-style-type: none"> • Training and Development (TPO/STA/18)

REVIEWED: SEPTEMBER 2016

NEXT REVIEW: SEPTEMBER 2019

1. Policy Statement

- 1.1 The Academy will provide all staff with an induction programme which will help them to become familiar with the requirements of their position and learn about the Academy's culture, ethos and working practices. The programme will be delivered to enable individuals to become knowledgeable and confident as quickly as possible and will take account of individual needs.
- 1.2 This Policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Who does this policy apply to?

- 2.1 This policy applies to all Academy staff.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

4. What are the principles behind this policy?

- 4.1 The Academy recognises the importance of the first weeks of employment and places a great emphasis on the ethos and expectations of all staff and students. The induction programme will ensure that any member of staff joining the Academy understands these expectations and how and where to seek support if necessary.
- 4.2 The Academy is committed to inducting and developing all members of staff to ensure that each individual can make a positive contribution to the learning experience and environment.

5. Procedures

The induction process will:

- 5.1 Provide information and training on the Academy's policies, procedures and working practices.
- 5.2 Provide training on Student Care issues and in particular in Child Protection.
- 5.3 From the information provided at the induction, enable the member of staff to provide an individual contribution to the overall effectiveness of the Academy and meeting the needs of all members of the Academy community.
- 5.4 Identify and address any individual training needs.
- 5.5 Outline opportunities for professional development.
- 5.6 Be conducted as soon as is practicable from the first day of employment.

6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.