Procedure 6.2 New Starters and Induction					
Prepared by	Ian Fleming	**Reviewed by**	Canan E. Celik Ercan Erkus Erhan Yurdakul	**Approved by**	Canan E. Celik
Review No	8	**Next Review Date**	August 2022	**Approved on**	28/08/2021

Procedure Issued **:** April 2014

Procedure Owner **:** Principal / CEO

- ❖ This procedure is shared with our students and/or can be obtained:
  - **o** on our website https://docklandsacademy.co.uk/policies-and-procedures,
  - **o** on the desktops of all computers in the library on the top floor,
  - **o** by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual 1.9 Policy and Procedures Review.

1 Aim

All newly appointed members of staff will be offered a workplace mentor to assist them in their introduction to work in the Academy. A formal process of induction will be arranged for all new staff, to ensure that they are made aware of policies, procedures and expectations placed upon employees.

- new members of teaching staff will receive staff development and training to enhance the quality of teaching and learning and the student learning experience
- needs will be determined with reference to all staff groups within the Academy and suitable provision made
- each new member of staff will be allocated a Mentor to provide encouragement and support during the process of induction and orientation
- the Induction Checklist is attached to this procedure
- staff induction will be evaluated by a formal evaluative questionnaire, attached to this procedure

The Academy aims to meet the standards set by Pearson, BAC and the British Council.

Development opportunities will be made available for all staff (see Procedure 6.9) and due consideration will be given to statutory duties to promote equality of opportunity (see Procedure 6.3).

2. Related Documents

2.1 Policies
- **1** Governance
- **2** Academic Management
- **3** Teaching Learning Assessment
- **4** Student Admissions
- **5** Student Support, Engagement and Learning Resources
- **7** Information

2.2 Procedures
- **1.5** Equal Opportunities
- **1.7** Data Protection
- **1.9** Review and Revision of Policies and Procedures
- **2.6** Self-Assessment and Programme and Annual monitoring
- **2.10** Special Circumstances Affecting Study
- **2.11** Pearson Learner Registration
- **2.12** Contingency and Adverse Effects
- **3.1** Expectations from and Supporting Staff in Teaching Delivery
- **3.4** Tutorial Arrangements
- **3.5** Assessment Expectations
- **4.6** Student Induction
- **4.10** Refund of Tuition Fees and Compensation
- **4.11** Student Protection Plan
- **4.13** Transfers Suspensions Withdrawals Closure and Change of HE Provision
- **4.14** Fees Charges and Financial Support
- **5.2** Welfare Services and Pastoral Care
- **5.3** Equality, Diversity and Special Needs
- **5.7** Reviewing Learning Resources
- **6.1** Recruitment and Selection
- **6.3** Equality and Diversity
- **6.4** Personal Development and Performance Review
- **6.5** Discipline at Work
- **6.6** Absenteeism and Lateness
- **6.7** Holiday and Leave Entitlement
- **6.8** Grievance and Complaints
- **6.9** Continuous Professional Development
- **6.10.1** HE Lesson Observation
- **6.10.2** Peer review
- **6.10.3** GE Lesson Observation
- **6.11** Requests for Training

- **6.12** Evaluation of Training
- **6.13** Staff Code of Conduct
- **6.14** Academic Misconduct by Staff
- **6.15** Safeguarding
- **6.16** Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)
- **7.1** Review and Sign off PI
- **7.2** External Review of the Website and Printed Information
- **7.3** Social Media Protocols
- **7.4** HE Public Information Procedures
- **8.2** Recruitment Partner Selection and Monitoring
- **8.3** Links with Other Educational Institutions and Businesses
- **9.1** Access Procedures
- **9.2** Maintenance Procedure
- **9.3** Fire Plan and Strategy
- **9.4a** Health and Safety Risk Assessment
- **9.5** First Aid and Accident Reporting
- **9.6** Business Continuity Plan

2.3 Terms and Conditions

2.4 External Reference Points

- **Office for Students (OfS) Requirements and Guidance** at *https://www.officeforstudents.org.uk/advice-and-guidance/regulation/*
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access*
- **UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/concerns-complaints-and-appeals*
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at *https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf*
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at *https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf*
- **OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals** at *https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf*
- **UKCISA Code of Ethics** at *https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics*
- **Equality Act – 2010** at *https://www.legislation.gov.uk/ukpga/2010/15/contents*
- **Keeping Children Safe in Education Jan 2021 Guidance** at *https://www.gov.uk/government/publications/keeping-children-safe-in-education--2*
- **MacPherson report (1999) (Racism)** at *https://www.gov.uk/government/publications/the-stephen-lawrence-inquiry*
- **Sex Offences Act 2003 at** *https://www.legislation.gov.uk/ukpga/2003/42/contents*
- **Terrorism Act 2006 at** *https://www.legislation.gov.uk/ukpga/2006/11/contents*

Tower Hamlets LADO (Local Authority Designated Officer) at *LADO@towerhamlets.gov.uk*

STAFF INDUCTION CHECKLIST		
New member of staff		
Name:	Start date:	
Job title:	PT/FT:	
Induction mentor		
Name:	Job title:	
First Day		
Welcome		
Introduction to colleagues		
Tour of Academy: ➤ facilities ➤ tea and coffee facilities/ general catering facilities		
Confirm hours of work (start and finish times)		
Confirm annual leave (entitlement, booking procedure and completion of the annual leave form)		
Show entry and exit points to building		
Getting started		
Issue and explain internal telephone directory		
Issue and explain Staff Handbook		
Give email address and telephone extension number of staff		
Explain internal data storage drive, shared and personal folders		
Give any relevant computing information		
Give organisational structure/lists		
Pay arrangements		
Explain about the salary / pay dates		
First Week		
Job requirements (explained by line manager)		
➤ role and responsibilities ➤ performance standards ➤ supervision/probation explained		
Personal and professional development (explained by line manager)		
DAL staff development strategy		

Staff Safety Induction	
First day	
Explain DAL staff policies (location in Cdocks- M:\ALL QUALITY\DAL POLICIES\DA Policies\DAL	
Explain emergency arrangements: ➢ Fire alarms ➢ Raising the alarm ➢ Evacuation procedures ➢ Exits	
Explain accident/incident reporting procedures	
First Aid contact	
Explain any relevant supervisory safety responsibilities	
➢ Take biometric for attendance ➢ Issue Staff ID card	
Identify any training requirements and consider training options	
Date attended:	
Induction evaluation : Please fill in the induction feedback form after your induction is completed	

STAFF INDUCTION CHECKLIST	
INDUCTION CHECKLIST COMPLETED	
New member of staff	
Signature:	Date :
Induction mentor	
Signature:	Date :
Principal	
Signature:	Date :

Induction Evaluation and Feedback Questionnaire

DOCKLANDS ACADEMY, LONDON

Name:	Start date:

Were you personally introduced to your new colleagues, managers and other appropriate people during your first few days in post?	**YES** ☐ **NO** ☐
Has your induction helped you understand your job, responsibilities, and performance standards?	**YES** ☐ **NO** ☐
Comments:	
Have appropriate policies and procedures important to your job (e.g. health and safety regulations, work processes, annual and public holiday leave entitlements and how to apply for annual leave, FOI/Data Protection) been shown to you and explained to you?	**YES** ☐ **NO** ☐
Have you discussed/completed an induction programme?	**YES** ☐ **NO** ☐
Do you feel there were any areas missing from your induction programme?	**YES** ☐ **NO** ☐
If so, please list:	
Are you satisfied with the welcome you received from your department? **YES** ☐ **NO** ☐	
What information did you need that was not covered?	
Any other comments:	

Manager's signature: Employee's signature:	Date: