



Procedure 6.2 New starters and induction

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).



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: <ul style="list-style-type: none"> ➤ 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)	
<ul style="list-style-type: none"> ➤ 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 Cdocs- M:\ALL QUALITY\DAL POLICIES\DA Policies\DAL	
Explain emergency arrangements: <ul style="list-style-type: none"> ➤ Fire alarms ➤ Raising the alarm ➤ Evacuation procedures ➤ Exits 	
Explain accident/incident reporting procedures	
First Aid contact	
Explain any relevant supervisory safety responsibilities	
<ul style="list-style-type: none"> ➤ 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 <input type="checkbox"/> NO <input type="checkbox"/>
Has your induction helped you understand your job, responsibilities, and performance standards?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>
Have you discussed/completed an induction programme?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you feel there were any areas missing from your induction programme?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, please list:	
Are you satisfied with the welcome you received from your department? YES <input type="checkbox"/> NO <input type="checkbox"/>	
What information did you need that was not covered?	

Any other comments:

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

