



Procedure 6.2 New Starters and Induction

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Review No	10	Next Review Date	August 2025	Approved on	23/08/2024

Procedure Issued : April 2014

Procedure Owner : Principal / CEO

- ❖ This procedure is shared with our staff and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our staff are informed about the main aspects of the procedure in the Staff Handbooks and Staff Induction.
- ❖ The policy is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

1 Aim

All newly appointed members of staff will be offered a workplace mentor to assist them in their introduction to work at 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
- 6 Human 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
- 2.12 Contingency and Adverse Effects
- 3.1 Expectations from and Supporting Staff in Teaching Delivery
- 4.11 Student Protection Plan
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 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



DOCKLANDS ACADEMY LONDON
HED ACADEMIC STAFF INDUCTION CHECKLIST

New Member Name / Surname:		Position:	
Induction Mentor:		Position:	

Item	Further Reference	Notes	✓
By Principal			
Documents to review	Safeguarding		
	Staff Code of Conduct & Handbook	Dress Code / Communication Netiquette / Staff Cards / Absence procedure / Confidentiality	
	Policies & Procedures (1/6/7)		
	Terms & Conditions		
Staff Development & Orientation	PDRs	Annually	
	CPDs	Mandatory & Selective (20 hrs)	
	Identify any training requirements and consider training options		
Role Specific Information	Job Description	role and responsibilities / performance standards / supervision/probation explained	
		Confirm hours of work (start and finish times)	
	Staff Structure	Team & Organizational Structure / Department Information	
	Confirm annual leave (entitlement, booking procedure and completion of the annual leave form)		
	the salary / pay dates		
	Team & Committee Meetings	organisational structure/lists	
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Academic Head			
Students	Students (profile)	EU + British Asian mainly	
	Groups	20-30 in a class	
	Student Feedbacks		
Teaching	Academic Calendar	Term Dates / Holidays / Committees / Meetings	
	Teaching Timetable	Hours and Break Times / hours of work (start and finish times)	
	Scheme of Work	Just a guidance	
	Programmes	HM / ITTM / BUS	
		HNC (Level 4) / HND (Level 5) / 3 terms	
		Specifications (Pearson sets) / Learning Outcomes / Unit Content / Assessment Criteria	
	Awarding / Accreditation Bodies	Pearson / BAC / BC	
		Audits	
	Lesson Plans DAL Template shows;	May be requested in full Required for Lesson Observations	

	<ul style="list-style-type: none"> - LO/ AC (being addressed) - Content (plan to cover) - Materials (plan to use) / Material Pool - Timings (expected) - Interactions (expected) 	Interactivity encouraged: High TTT discouraged	
	Peer & Lesson Observations		
	Student & Learner Journey	Learning Culture	
Assessment	Summative Assessment / Assessment Instruments Assignment Briefs / Feedback Forms / LOs / Submission & Resubmission Procedures	Encourage Ss to extend to M & D May be asked to develop Will be expected as per Contract	
	Marking	Separate Standardization training in their use / Samples of assignment & Feedback forms to be provided	
Documents to review	Policies & Procedures (2/3/4)		
	Student Handbooks		
	Terms and Conditions		
	Webinars / Seminars for Ss		
	Identify any training requirements and consider training options		
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Head of Quality and Academic Administration			
Attendance	Attendance Monitoring (RAG) Attendance Procedure	Email as notified to your Academic Administrator	
Registers	Active List	Academy & Pearson ID No / Contact Details	
Student Journey	Intake Mentality / Certification		
Assessment	Submission & Resubmission Procedures / Forms of Evidence	Hand-In & Out Dates / SUB & RESUB Dates Get emails / liaise / Turnitin	
	Allocation / Marking Timetable		
	HE Folder Content		
Staff Development & Orientation	CPDs (20 hrs)	Mandatory	
		Selective	
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Head of Admissions			
Enrolment & Selection	Minimum Benchmarks / Steps Internal Evaluation Process		
Finance	SLC or Self-funded		
Student Services	Other services delivered		
Provider		Signature	

	Date	
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Item	Further Reference	Notes	✓
By Receptionist			
Education Facilities	Classrooms / Library / Conference Hall / IT Lab	PC + Projector + Whiteboard Usage / Video Cameras / Desk Layout reformatting	
Other Facilities / Tour of Building	Canteen / Toilets / Car Parking / Non-smoking site / Notice Boards	Food & Drink Facilities / Security of personal belongings	
	internal telephone directory	telephone extension number of staff	
Emergency / safety arrangements	Fire alarms / Raising the alarm / Evacuation procedures / Fire & Emergency Procedures / Fire Exits / CCTV Cameras		
	relevant supervisory safety responsibilities		
	Accident & incident reporting / Health & Safety procedures		
	First-aid contact		
	Take biometric for attendance / Issue Staff ID card		
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By IT Engineer			
Briefing on IT systems	internal data storage drive, shared and personal folders		
	Sharepoint, Bromcom, Teams, Microsoft 365 Education		
	relevant computing information		
DAL Account	Allocating DAL email address / login details for all related platforms / telephone extension number		
Provider		Signature	
		Date	

Induction completed			
New Member Signature		Date:	
Induction Mentor Signature		Date:	
Principal Signature		Date:	

Induction evaluation: Please fill in the induction feedback form after your induction is completed.



**DOCKLANDS ACADEMY LONDON
NON-ACADEMIC STAFF INDUCTION CHECKLIST**

New Member Name / Surname:		Position:	
Induction Mentor:		Position:	

Item	Further Reference	Notes	✓
By Principal			
Documents to review	Safeguarding		
	Staff Code of Conduct & Handbook	Dress Code / Communication Netiquette / Staff Cards / Absence procedure / Confidentiality	
	Policies & Procedures (1/6/7)		
	Terms & Conditions		
Staff Development & Orientation	PDRs	Annually	
	CPDs	Mandatory & Selective (20 hrs)	
	Identify any training requirements and consider training options		
Role Specific Information	Job Description	role and responsibilities / performance standards / supervision/probation explained	
		Confirm hours of work (start and finish times)	
	Staff Structure	Team & Organizational Structure / Department Information	
	Confirm annual leave (entitlement, booking procedure and completion of the annual leave form)		
	the salary / pay dates		
	Team & Committee Meetings	organisational structure/lists	
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Academic Head			
Students	Students (profile)	EU + British Asian mainly	
Teaching	Academic Calendar	Term Dates / Holidays / Committees / Meetings	
	Teaching Timetable	Hours and Break Times / hours of work (start and finish times)	
	Programmes	HM / ITTM / BUS	
		HNC (Level 4) / HND (Level 5) / 3 terms	
	Awarding / Accreditation Bodies	Pearson / BAC / BC	
		Audits	
	Student & Learner Journey	Learning Culture	
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Head of Quality and Academic Administration			
Registers	Active List	Academy & Pearson ID No / Contact Details	
Student Journey	Intake Mentality / Certification		
Staff Development & Orientation	CPDs (20 hrs)	Mandatory	
		Selective	
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Head of Admissions			
Enrolment & Selection	Minimum Benchmarks / Steps Internal Evaluation Process		
Finance	SLC or Self-funded		
Student Services	Other services delivered		
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By Receptionist			
Education Facilities	Classrooms / Library / Conference Hall / IT Lab	PC + Projector + Whiteboard Usage / Video Cameras / Desk Layout reformatting	
Other Facilities / Tour of Building	Canteen / Toilets / Car Parking / Non-smoking site / Notice Boards	Food & Drink Facilities / Security of personal belongings	
	internal telephone directory	telephone extension number of staff	
Emergency / safety arrangements	Fire alarms / Raising the alarm / Evacuation procedures / Fire & Emergency Procedures / Fire Exits / CCTV Cameras		
	relevant supervisory safety responsibilities		
	Accident & incident reporting / Health & Safety procedures		
	First-aid contact		
	Take biometric for attendance / Issue Staff ID card		
Provider		Signature	
		Date	

Item	Further Reference	Notes	✓
By IT Engineer			
Briefing on IT systems	internal data storage drive, shared and personal folders		
	Sharepoint, Bromcom, Teams, Microsoft 365 Education		
	relevant computing information		
DAL Account	Allocating DAL email address / login details for all related platforms / telephone extension number		
Provider		Signature	

	Date	
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Induction completed			
New Member Signature		Date:	
Induction Mentor Signature		Date:	
Principal Signature		Date:	

Induction evaluation: Please fill in the induction feedback form after your induction is completed.



DOCKLANDS ACADEMY LONDON
ELD ACADEMIC STAFF INDUCTION CHECKLIST

New Member Name / Surname:		Position:	
Induction Mentor:		Position:	

Item	Further Reference	Notes	✓
By Principal			
Documents to review	Safeguarding		
	Staff Code of Conduct & Handbook	Dress Code / Communication Netiquette / Staff Cards / Absence procedure / Confidentiality	
	Policies & Procedures (1/6/7)		
	Terms & Conditions		
Staff Development & Orientation	PDRs	Annually	
	CPDs	Mandatory & Selective (20 hrs)	
	Identify any training requirements and consider training options		
Role Specific Information	Job Description	role and responsibilities / performance standards / supervision/probation explained	
		Confirm hours of work (start and finish times)	
	Staff Structure	Team & Organizational Structure / Department Information	
	Confirm annual leave (entitlement, booking procedure and completion of the annual leave form)		
	the salary / pay dates		
	Team & Committee Meetings	organisational structure/lists	
Provider	Canan Ejder Celik	Signature	
		Date	

Item	Further Reference	Notes	✓
By Academic Head / DoS			
Students	Students (profile)		
	Groups		
	Student Feedbacks		
Teaching	Academic Calendar	Term Dates / Holidays / Committees / Meetings	
	Teaching Timetable	Hours and Break Times / hours of work (start and finish times)	
	Weekly Syllabus	Just a guidance	
	Programmes / course structure	General English	
		IELTS	
		Business / EAP etc.	
	Awarding Bodies	British Council	
		Audits	
	Scheme of Work	May be requested in full	
	Lesson Plans - LOs (being addressed) - Content (plan to cover)	May be requested in full Required for Lesson & Peer Observations Lesson Planning Guidelines	

	- Materials / resources (plan to use) - Timings (expected) - Interactions (expected)	Interactivity encouraged	
	Peer & Lesson Observations		
	Student & Learner Journey	Learning Culture	
	Webinars / Seminars for Ss		
Assessment	Summative Assessment Formative Assessment Assessment Instruments	Encourage Ss to aim for high grades May be asked to develop	
	Marking	Separate Standardization training in their use / Samples of assignment & Feedback forms to be provided	
Documents to review	Policies & Procedures (2/3/4)		
	Teacher & Staff Handbooks		
	Terms and Conditions		
	Identify any training requirements and consider training options		
Provider	Ercan Erkus	Signature	
		Date	

Item	Further Reference	Notes	✓
By Head of Admissions			
Enrolment & Selection		Minimum Benchmarks / Steps Internal Evaluation Process	
Registers	Active List	Updated Contact Details	
Student Journey	Recruitment - Certification		
Finance	SLC or Self-funded		
Attendance	Attendance Monitoring (RAG) Attendance Procedure	Email as notified to Student Services	
Student Services	Other services delivered		
Provider	Birgul Rose Aslan	Signature	
		Date	

Item	Further Reference	Notes	✓
By Receptionist			
Education Facilities	Classrooms / Library / Conference Hall / IT Lab	PC + Projector + Whiteboard Usage / Video Cameras / Desk Layout reformatting	
Other Facilities / Tour of Building	Canteen / Toilets / Car Parking / Non-smoking site / Notice Boards	Food & Drink Facilities / Security of personal belongings	
	internal telephone directory	telephone extension number of staff	
Emergency / safety arrangements	Fire alarms / Raising the alarm / Evacuation procedures / Fire & Emergency Procedures / Fire Exits / CCTV Cameras		
	relevant supervisory safety responsibilities		
	Accident & incident reporting / Health & Safety procedures		
	First-aid contact		
	Take biometric for attendance / Issue Staff ID card		
Provider	Eglina Bubliauskaite	Signature	

	Date	
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Item	Further Reference	Notes	✓
By IT Engineer			
Briefing on IT systems	internal data storage drive, shared and personal folders		
	Sharepoint, Bromcom, Teams, Microsoft 365 Education		
	relevant computing information		
DAL Account	Allocating DAL email address / login details for all related platforms / telephone extension number		
Provider	Surel Hurriyetoglu	Signature	
		Date	

Induction completed			
New Member Signature		Date:	
Induction Mentor Signature		Date:	
Principal Signature		Date:	

Induction evaluation: Please fill in the induction feedback form after your induction is completed.



DOCKLANDS ACADEMY LONDON

Staff Induction Evaluation Survey

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:			

New Member Signature		Date:	
Induction Mentor Signature		Date:	