



## Procedure 6.2 New Starters and Induction

<b>Prepared by</b>	Ian Fleming	<b>Reviewed by</b>	John Erkus	<b>Approved by</b>	Canan Ejder
<b>Review No</b>	11	<b>Next Review Date</b>	Feb 2027	<b>Approved on</b>	23/02/2026

**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](mailto: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](mailto:LADO@towerhamlets.gov.uk)



**DOCKLANDS ACADEMY LONDON**  
**HED ACADEMIC STAFF INDUCTION CHECKLIST**

<b>New Member Name / Surname:</b>		<b>Position:</b>	
<b>Induction Mentor:</b>		<b>Position:</b>	

Item	Further Reference	Notes	✓
<b>By Principal</b>			
<b>Documents to review</b>	Safeguarding		
	Staff Code of Conduct & Handbook	Dress Code / Communication Netiquette / Staff Cards / Absence procedure / Confidentiality	
	Policies & Procedures (1/6/7)		
	Terms & Conditions		
<b>Staff Development &amp; Orientation</b>	PDRs	Annually	
	CPDs	Mandatory & Selective (20 hrs)	
	Identify any training requirements and consider training options		
<b>Role Specific Information</b>	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	
<b>Provider</b>		<b>Signature</b>	
		<b>Date</b>	

Item	Further Reference	Notes	✓	
<b>By Academic Head</b>				
<b>Students</b>	Students (profile)	EU + British Asian mainly		
	Groups	20-30 in a class		
	Student Feedbacks			
<b>Teaching</b>	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		
<b>Lesson Plans</b> DAL Template shows;		May be requested in full Required for Lesson Observations		

	<ul style="list-style-type: none"> <li>- LO/ AC (being addressed)</li> <li>- Content (plan to cover)</li> <li>- Materials (plan to use) / Material Pool</li> <li>- Timings (expected)</li> <li>- Interactions (expected)</li> </ul>	Interactivity encouraged: High TTT discouraged	
	Peer & Lesson Observations		
	Student & Learner Journey	Learning Culture	
<b>Assessment</b>	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	
<b>Documents to review</b>	Policies & Procedures (2/3/4)		
	Student Handbooks		
	Terms and Conditions		
	Webinars / Seminars for Ss		
	Identify any training requirements and consider training options		
<b>Provider</b>		<b>Signature</b>	
		<b>Date</b>	

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

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

Item	Further Reference	Notes	✓
<b>By Receptionist</b>			
<b>Education Facilities</b>	Classrooms / Library / Conference Hall / IT Lab	PC + Projector + Whiteboard Usage / Video Cameras / Desk Layout reformatting	
<b>Other Facilities / Tour of Building</b>	Canteen / Toilets / Car Parking / Non-smoking site / Notice Boards	Food & Drink Facilities / Security of personal belongings	
	internal telephone directory	telephone extension number of staff	
<b>Emergency / safety arrangements</b>	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		
<b>Provider</b>		<b>Signature</b>	
		<b>Date</b>	

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

<b>Induction completed</b>			
<b>New Member Signature</b>		<b>Date:</b>	
<b>Induction Mentor Signature</b>		<b>Date:</b>	
<b>Principal Signature</b>		<b>Date:</b>	

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



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

<b>New Member Name / Surname:</b>		<b>Position:</b>	
<b>Induction Mentor:</b>		<b>Position:</b>	

Item	Further Reference	Notes	✓
<b>By Principal</b>			
<b>Documents to review</b>	Safeguarding		
	Staff Code of Conduct & Handbook	Dress Code / Communication Netiquette / Staff Cards / Absence procedure / Confidentiality	
	Policies & Procedures (1/6/7)		
	Terms & Conditions		
<b>Staff Development &amp; Orientation</b>	PDRs	Annually	
	CPDs	Mandatory & Selective (20 hrs)	
	Identify any training requirements and consider training options		
<b>Role Specific Information</b>	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	
<b>Provider</b>		<b>Signature</b>	
		<b>Date</b>	

Item	Further Reference	Notes	✓	
<b>By Academic Head</b>				
<b>Students</b>	Students (profile)	EU + British Asian mainly		
<b>Teaching</b>	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		
Student & Learner Journey	Audits			
		Learning Culture		
<b>Provider</b>		<b>Signature</b>		
		<b>Date</b>		

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

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

Item	Further Reference	Notes	✓
<b>By Receptionist</b>			
<b>Education Facilities</b>	Classrooms / Library / Conference Hall / IT Lab	PC + Projector + Whiteboard Usage / Video Cameras / Desk Layout reformatting	
<b>Other Facilities / Tour of Building</b>	Canteen / Toilets / Car Parking / Non-smoking site / Notice Boards	Food & Drink Facilities / Security of personal belongings	
	internal telephone directory	telephone extension number of staff	
<b>Emergency / safety arrangements</b>	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		
<b>Provider</b>		<b>Signature</b>	
		<b>Date</b>	

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

<b>Induction completed</b>			
<b>New Member Signature</b>		<b>Date:</b>	
<b>Induction Mentor Signature</b>		<b>Date:</b>	
<b>Principal Signature</b>		<b>Date:</b>	

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



**DOCKLANDS ACADEMY LONDON  
ELD ACADEMIC STAFF INDUCTION CHECKLIST**

<b>New Member Name / Surname:</b>		<b>Position:</b>	
<b>Induction Mentor:</b>		<b>Position:</b>	

Item	Further Reference	Notes	✓
<b>By Principal</b>			
<b>Documents to review</b>	Safeguarding		
	Staff Code of Conduct & Handbook	Dress Code / Communication Netiquette / Staff Cards / Absence procedure / Confidentiality	
	Policies & Procedures (1/6/7)		
	Terms & Conditions		
<b>Staff Development &amp; Orientation</b>	PDRs	Annually	
	CPDs	Mandatory & Selective (20 hrs)	
	Identify any training requirements and consider training options		
<b>Role Specific Information</b>	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	
<b>Provider</b>	<b>Canan Ejder</b>	<b>Signature</b>	
		<b>Date</b>	

Item	Further Reference	Notes	✓
<b>By Academic Head / DoS</b>			
<b>Students</b>	Students (profile)		
	Groups		
	Student Feedbacks		
<b>Teaching</b>	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	
<b>Scheme of Work</b>	May be requested in full		
<b>Lesson Plans</b> - 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		
<b>Assessment</b>	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	
<b>Documents to review</b>	Policies & Procedures (2/3/4)		
	Teacher & Staff Handbooks		
	Terms and Conditions		
	Identify any training requirements and consider training options		
<b>Provider</b>	<b>John Erkus</b>	<b>Signature</b>	
		<b>Date</b>	

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

Item	Further Reference	Notes	✓
<b>By Receptionist</b>			
<b>Education Facilities</b>	Classrooms / Library / Conference Hall / IT Lab	PC + Projector + Whiteboard Usage / Video Cameras / Desk Layout reformatting	
<b>Other Facilities / Tour of Building</b>	Canteen / Toilets / Car Parking / Non-smoking site / Notice Boards	Food & Drink Facilities / Security of personal belongings	
	internal telephone directory	telephone extension number of staff	
<b>Emergency / safety arrangements</b>	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		
<b>Provider</b>	<b>Eglina Bubliskaite</b>	<b>Signature</b>	

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

Induction completed			
<b>New Member Signature</b>		<b>Date:</b>	
<b>Induction Mentor Signature</b>		<b>Date:</b>	
<b>Principal Signature</b>		<b>Date:</b>	

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



## DOCKLANDS ACADEMY LONDON

### Staff Induction Evaluation Survey

<b>Name:</b>	<b>Start Date:</b>
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"/>
<b>Comments:</b>	
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:	

<b>New Member Signature</b>		<b>Date:</b>	
<b>Induction Mentor Signature</b>		<b>Date:</b>	