REIGATE GRAMMAR SCHOOL

REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

CHINTHURST
PREPARATORY SCHOOL

Support Staff Induction Procedure and Checklist

ISI Code:	Support Staff Induction Procedure and Checklist
Policy Author:	Dawn Holmes, HR Manager
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Introduction

It is good practice to let the new starter have a copy of the Induction Checklist – this enables them to follow what is happening and will act as a reminder of anything missed or that needs particular attention. It should be the responsibility of both management and new starter to ensure that all relevant items are properly covered during the induction period.

Payroll

Head of Human Resources to ensure that all personnel paperwork and DBS checks are satisfactorily completed prior to start date. P45 may not be available prior to start date, but must be received, or a New Starter Checklist completed, prior to first pay date.

Introduction to School

To be undertaken by the Head of Human Resources within a couple days of employment.

Provide new starter with details of who's who and give a brief background of the school.

Show new starter how to link up to the Staff Handbook. Give a briefing on how to use the site and where most relevant information can be found – for example, policies and procedures, health & safety, and where new information is stored.

Safeguarding is an integral part of staff induction and covers the following:

- **Child Protection Training** either online, delivered by one of the DSLs or by another external provider;
- Staff receive and read a copy of the **Safeguarding Policy**; including information about the role and identity of the DSLs and details on the school's safeguarding response to children missing in education
- Staff receive and read a copy of the **Code of Conduct** which includes guidance on staff – pupil relationships and communications, including the use of social media;
- Staff receive and read a copy of **Part 1 of KCSIE** and **Annex A**;
- Staff receive and read a copy of the **Whistleblowing Policy**;
- Staff receive and read a copy of the **Behaviour policy and Anti-bullying Policy**
- Staff receive and read a copy of the **E-Safety Policy**
- Staff receive and read a copy of the **Acceptable User Policy**
- Staff receive and read a copy of the *Health and Safety Policy*
- Staff receive and read a copy of the *Privacy Notice Policy*

All staff meet with one of the DSL/DDSLs as part of the induction process.

Terms and Conditions of Employment

To be undertaken by the Head of Human Resources before the start of employment.

Ensure that offer letter and employment contract have been signed and returned.

Go through main aspects of employment terms and ensure that new starter understands – for example, pay date, probationary period, holidays and sickness.

Equal Opportunity Policy

To be undertaken by the Head of Human Resources within a couple of days of employment.

Advise new starter that we are an equal opportunities employer who offer training provisions, promotion avenues and annual performance reviews. Advise that a copy of the Equal Opportunities Policy is available in the Staff Handbook.

Employee/Employer Relations

To be undertaken by the Head of Human Resources within a couple of days of employment.

Advise new starter how employee communications works and give guidance on the grievance, disciplinary and appeals procedures.

School Rules

To be undertaken by the Head of Human Resources within the first couple of days of employment.

Advise new starter of general school rules, such as smoking policy, general behaviour, dress code, canteen and break facilities.

Health & Safety

Head of Human Resources to give basic health & safety awareness and first aid guidance to the new starter and ask them to ensure that they read the Health & Safety Policy in the Staff Handbook. Human Resources Manager to gain written confirmation during probationary period that new starter has read, understood and will adhere to the Health & Safety Policy.

On first day of employment, Line Manager to ensure the new starter is aware of the following:

- any hazards to their particular type of work
- emergency procedures for their department
- location of exits
- liaise with Human Resources department to set up a desk assessment within the first week of employment.

The Job

During the first week of employment, Line Manager to ensure that new starter is aware of the requirements of the job, what standards are expected and is introduced to co-workers.

After one month's employment, Head of Human Resources to set up meeting with new starter to ensure that all the items on the Induction Checklist have been completed.

REIGATE GRAMMAR SCHOOL

Name: .... Date of Starting: ....

Induction Completed (signature of new starter): ....

Induction Completed (signature of Human Resources): ....

	Date	Carried out by	Comments
Payroll			
▪ Personnel documentation			
▪ DBS checks completed			
▪ P45/New Starter Checklist			
▪ National Insurance Number			
Introduction to School			
▪ Who's Who			
▪ Introduction & HR Policies			
° Recruitment Policy			
° Privacy Notice			
° Equal Opportunities Policy			
° Health & Safety Policy			
° Fire Policy			
° Staff Code of Conduct			
° Absence Policy			
° GDPR Q&A's			
° Safeguarding/Child Protection Policy			
° Keeping Children Safe in Education Policy – Part 1 and Annex A			
° Whistleblowing Policy			
° Disciplinary Procedures			
° Grievance Procedures			
° ICT Acceptable Use Policy			
° Reprographics			
° Security			
° Stress at Work			

	Date	Carried out by	Comments
Terms and Conditions of Employment			
▪ Written terms and conditions issued			
▪ Contract of employment issued			
▪ Hours, breaks, method of payment			
▪ Holidays			
▪ Probationary Period			
▪ Period of Notice			
▪ Sickness Provisions			
▪ Pension Provisions			
Equal Opportunities Policy			
▪ Training Provision			
▪ Performance Review			
▪ Promotion Avenues			
Employee/Employer Relations			
▪ Employee Communications			
▪ Grievance and disciplinary procedures			
▪ Appeals Procedure			
School Rules			
▪ Smoking Policy			
▪ General behaviour/dress code			
▪ Canteen/break facilities			
Health & Safety			
▪ Awareness of hazards			
○ any particular to type of work			
▪ Emergency Procedures			
▪ Location of Exits			
▪ Reporting of Accidents			
▪ First aid			
▪ Desk Assessment			

	Date	Carried out by	Comments
Child Protection Training			
Prevent Training			
KCSIE Quiz			
Fire Training			
GDPR Training			
DSL Induction			
The Job			
▪ Requirements of the new job			
▪ Standards expected			
▪ Introduction to co-workers			
▪ Access ID Badge			
Sign Off Sheets			
▪ Safeguarding/Child Protection Policy			
▪ Staff Code of Conduct			
▪ Keeping Children Safe In Education – Part 1 and Annex A			
▪ Whistleblowing Policy			
▪ Behaviour and Anti-Bullying Policy			
▪ E:Safety Policy			
▪ Acceptable User Policy			
▪ Health & Safety Policy			
▪ Recruitment Policy			
▪ Privacy Notice			