

STAFF INDUCTION POLICY

The aims of this policy are to ensure that all new staff:

- are provided with appropriate information to enable them to function effectively and efficiently within inlingua Leeds;
- gain an initial broad understanding of the work of inlingua Leeds;
- be able to work in line with inlingua Leeds's policies;
- receive appropriate support and are familiarised with people with whom they will be working;
- can follow health and safety procedures with immediate effect.

Responsibilities

The CEO, or a person whom the CEO authorises, is responsible for arranging an induction and for outlining a draft timetable for the induction before the staff starts employment. The inductor also plays a major part in the induction, including ensuring that the inductee has sufficient time for questions and discussion.

The inductor is responsible for delivering elements of an induction as detailed below.

The inductee is responsible for participating fully in all aspects of their induction, using the time allocated efficiently.

Timetable

The induction should take at least 30 minutes.

The timing and duration of each element of the induction is at the discretion of the inductor, except where specified below.

Content of Induction

The induction comprises the following elements:

1. Health and safety
2. Organisational aims and policies
3. General administration
4. Personal and contractual information
5. Support and supervision

All new inductees should receive an information pack comprising the following documents:

- i. contracts of employment
- ii. terms and conditions
- iii. job description

Created: 22/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

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- iv. inlingua Leeds organisational structure chart (organogram)
- v. Handbook, and all other relevant policies

Health and Safety

The inductor is responsible for showing the inductee around the premises, referring particularly to:

- i. Emergency exits
- ii. The emergency assembly point, which is the pavement opposite the college on St Andrews Road.
- iii. Fire alarms and fire extinguishers
- iv. First aid boxes
- v. The accident book

The inductor is also responsible for explaining procedures for signing in and out, emergency evacuation, fire drills, fire alarm testing and for informing the worker of the names and location of nominated first aiders.

Organisational Aims and Policies

The inductee should be allocated time to read all inlingua Leeds policies, not just those provided in the induction pack, and any questions can be raised during supervision/support time. The inductor should ensure that the worker understands the role and responsibilities of the management committee and sub-committees.

The inductee should be allocated time with the senior staff in order to gain a broad awareness of the work and activities of inlingua Leeds.

The inductee should be introduced with the current members of staff.

General Office Administration

The inductor should ensure the inductee is shown the following systems and procedures:

1. Showing the premises in detail starting from the entrance (toilets, classrooms, staff rooms.)
2. Introduction to the current staff.
3. Operating office equipment (including photocopier, shredder, computers, and coffee machines)
4. Outgoing and incoming post systems and notice boards
5. Location of publications, relevant coursebooks and other teaching/work aids
6. Use of the online system
7. Information technology (hardware and software) including network, internet and email facilities

Created: 22/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

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Personal and Contractual Information

The staff should provide inlingua Leeds with the following documents or written information and sign them:

Name:		
1	Personnel File	
2	Application Form	
3	Job Description	
4	CV	
5	2 References	
6	DBS check	
7	ID Copy	
8	Permission to work in the UK	
9	NI Copy	
10	Certificates	
11	P45-P46	
12	Proof of Address	
13	Bank Details	
14	Contract	
15	Induction Checklist	
16	Health	

Internal Systems

The inductor should allocate time to explain the following procedures and provide any necessary guidance associated with them:

- Completing lesson plans and forms
- Support and appraisal systems
- Office access and security, keys, alarms and locking-up procedure
- Office hours and working hours

General

All staff should be encouraged to comment on the effectiveness of their induction and provide constructive ideas for general improvement.

The inductor should ask the inductee to fill in the induction checklist so that no point is missed.

Where workers are employed on a temporary basis or work for a small number of hours per week, the content of the induction may be varied at the discretion of the inductor.

Created: 22/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

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