



OLD BUCKENHAM HALL

Brettenham Park  
Ipswich, Suffolk, IP7 7PH  
Website: [www.obh.co.uk](http://www.obh.co.uk)

# Induction Policy



OLD BUCKENHAM HALL

## STAFF INDUCTION POLICY & PROCEDURE

### **Introduction**

The purpose of this policy and procedure is to outline the principles and the process to induct new and returning staff into School systems and processes quickly and efficiently. This is to ensure that they are provided with all the necessary information and contacts to help them undertake their duties as effectively as possible, as quickly as possible.

This policy will support the School's compliance with the regulations from the DfE, HSE, Independent Schools Inspectorate and National Minimum Standards for Boarding Schools.

Induction does not start and end on one day and not all areas of the induction process will necessarily be carried out by the same person. A personalised induction plan needs to be completed at the end of the first induction session. It is unreasonable to overload staff with information and therefore induction should continue throughout the probation period as a minimum.

### **Responsibilities**

Responsibilities for induction training within OBH are as follows:

- The Chairman of Governors is responsible for ensuring that there are suitable and sufficient arrangements in place within the School to ensure that all new and returning staff are briefed on the School's systems, procedures and provided with all necessary facilities to undertake their duties, as quickly and effectively as possible.
- The Headmaster is responsible for ensuring that the arrangements in place for induction training meet the School's needs, in particular those of the teaching and welfare staff but also that he is content that a consistent standard is applied to all employees.
- The HR Director is responsible for devising and promulgating the induction training policy and the implementation of that policy including the procedures required for implementation.
- The Senior Management Team are responsible for monitoring the effectiveness of the induction process and making recommendation to the Bursar, after consultation with the head if necessary, to recommend improvements.
- The HR Director is responsible for the day to day implementation of the Induction process and will also monitor its effectiveness and consult with the Headmaster to recommend improvements.

- Line Managers are responsible for satisfying themselves that this induction policy provides suitable initial training to equip their newly arrived staff to receive sufficient briefing, training and facilities to undertake their duties without delay.
- Staff are responsible for being aware of the existence of the induction process, co-operating in implementing the policy for themselves, and where required for colleagues in a timely fashion. They are also responsible for advising the Business Manager of any difficulties in either undertaking the induction process or in participating in the process for colleagues.

## **Induction Process**

All new staff, returning staff and those who have had long term absence ie: over 1 term will undergo induction and for the most part, the same areas will be covered. However, each team will have their own specific areas and supporting documentation.

The Induction process will, in all but exceptional cases, be undertaken as the first step on arrival for work at OBH – exceptions are to be authorised only by the Head / HR Director.

All staff undergoing induction will be allocated a mentor whose role it will be to offer day to day support during the induction period.

## **Induction Procedure will include:**

### **Physical orientation**

Site tour showing facilities

### **Organisation orientation**

OBH strategy, aims and objectives and where the employee's role fits within that.

A clear outline of the job roles and responsibilities

Day to day timetable

Organisational chart.

Introduction of Key employees

IT system

Spend Authorisation/Budget process

### **Policies and Procedures**

Safeguarding – this is undertaken in more depth by the SDL

Staff Code of Conduct

An outline of other Key policies and where to find them.

Confirmation that the Key policies have been read and understood

### **Health & Safety**

To include Fire Policy

Health & Safety policy

First Aid/Accident/incident Reporting

Smoking policy

## **Training and Development**

Performance Management process

Required in house courses (ie: Safeguarding, First Aid, Food Hygiene)

Identify training/skills gaps

Agree training plan and review dates for probation period

### **Initial Induction Briefings:**

Teaching Staff and those in Teaching Roles                      Headmaster / Deputy Head / Head of Department

Boarding Staff    Emma Easdale

Support Staff    Bursar

Catering & Domestic Staff                      House Keeper and Catering Manager

Estates Staff    Estates Manager

Work Experience Students                      Line Manager

### **Record Keeping:**

A completed induction form and plan are to be sent to the HR Director to enable a central record of induction to be kept. The form and plan must be signed by the inductor and inductee.

At the end of the probation period, the plan is to be signed off as completed and a copy sent to the HR Director.

### **Monitoring and Review:**

This policy will be monitored on a day to day basis by the Headmaster and HR Director. It will be reviewed annually by the Senior Management Team and designated Governor

A. Shropshire  
HR Director

Reviewed Sept 2016

# Old Buckenham Hall

## Induction for

Name \_\_\_\_\_ Dept \_\_\_\_\_

Induction Area	Inductor Signature	Inductee Signature
<p><b>Physical Orientation</b> - Site tour showing facilities</p>		
<p><b>Organisation Orientation:</b>            OBH strategy, aims and objectives and where the employee's role fits within that.            A clear outline of the job roles and responsibilities            Day to day timetable            Organisational chart.            Introduction of Key employees            IT system and intranet            Telephones and Copiers            Spend Authorisation/Budget process  <i>(delete as appropriate)</i></p>		
<p><b>Policies and Procedures</b>            An outline of other Key policies and where to find them            Staff Code of Conduct            Acceptable Use of IT, Mobile Phones and Social Networking</p>		
<p><b>Safeguarding Session</b></p>		
<p><b>Health &amp; Safety</b>            To include Fire Policy            Health &amp; Safety policy            First Aid/Accident Reporting            Smoking policy</p>		
<p><b>Training and Development</b>            Performance Management process            Required in house courses (ie: Safeguarding, First Aid, Food Hygiene)            Identify training/skills gaps            Agree training plan and review dates for probation period</p>		

**OLD BUCKENHAM HALL**

**INDUCTION PROCEDURES CONFIRMATION**

**(Please sign and return to the Business Manager)**

I \_\_\_\_\_ have attended an induction session and now confirm that I:

(A) have read and am familiar with the contents of the following key documents:

- (i) Acceptable Use of IT, Mobile Phones and Social Networking
- (ii) Staff Code of Conduct

(B) Know that Mrs Emma Easdale is the child protection officer and that I can discuss any concerns that I may have with her. Mr Chris Bunting is the Deputy child protection officer.

(D) Know that further guidance, together with copies of policies are on the Staff Intranet

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_



