

Initial Induction Programme for New Employees

The programme below provides a basic induction programme for all new employees. It should be tailored by the line manager to take into account specific requirements of the individual and the role they will be undertaking and training and development needs identified through the probationary period process should be fed into this.

Employee Name:	
Job Title:	
Line Manager:	
Start Date:	

Tasks to be completed prior to the new employee start date

Task	Responsibility	Date Completed
Letter confirming joining instructions	Headteacher	
Request two references	Headteacher/Office Manager	
Undertake relevant checks, medical, DBS and any other relevant checks e.g. eligibility to work in UK	Office Manager	
Set up email address	Office Manager	
Set up IT username and password	Office Manager/IT Technician	
Order and set up laptop (if appropriate)	Office Manager/IT Technician	
Name Badge	Office Manager	
Set up payroll record	Office Manager	
Email existing staff to advise them of the new starter, what role they'll fulfil and some basic background information (professional).	Headteacher	

Tasks to be completed on Day One (if applicable)

Task	Responsibility	Date Completed
Organisation <ul style="list-style-type: none"> • Organisation Chart • Introduction to staff • Diary management • Introduction to computer system • Introduction to phone system • Introduction to whole school policies 	Line Manager Line Manager Line Manager Line Manager Line Manager Line Manager	
Culture & Values <ul style="list-style-type: none"> • School Background • School Vision and Values • Expectations during school visits 	Line Manager Line Manager Line Manager	
Terms & Conditions <ul style="list-style-type: none"> • Outline specifics of role • Staff Handbook (highlighting where all policies can be located, absence reporting, policy on mobile phones and driving etc) • Break arrangements • Dress code 	Line Manager Line Manager Line Manager Line Manager	
Health & Safety <ul style="list-style-type: none"> • Emergency exits • Evacuation procedure • First Aid facilities • Health & Safety policy and personal responsibilities • Accident Reporting • Lone working • Smoking policy 	H & S Lead H & S Lead H & S Lead H & S Lead H & S Lead H & S Lead H & S Lead H & S Lead	
Data Protection <ul style="list-style-type: none"> • Outline the employee's responsibilities under the Data Protection Act (DPA) • Employee to undertake school's DPA awareness training • Highlight the following data protection related policies: <ul style="list-style-type: none"> • Privacy Notice • Subject Access Request procedure • Data Breach procedure • Data Records Management & Retention policy • Bring Your Own Device policy • IT Usage Agreement • Third Party Requests for Information Process 	Headteacher Headteacher Headteacher	

<ul style="list-style-type: none"> Confidentiality Agreement 		
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Tasks to be completed during Week One

Task	Responsibility	Date Completed
Financial <ul style="list-style-type: none"> Pay – payment date and method Mileage and expenses claims Timesheet completion 	Office Manager Office Manager	
Training & Development <ul style="list-style-type: none"> Provide employee with training programme for at least their first week of employment. 	Line Manager	
Probationary Period <ul style="list-style-type: none"> Introduce probationary period and set up all 3 review meeting dates 	Line Manager	