**Induction Policy**

It is the Tutorial Foundation’s policy to provide induction training for all staff new to the Tutorial Foundation, to help them understand how the function of their job relates to the different parts of the school.

Induction training also ensures an understanding of individual responsibilities in the workplace.

Safeguarding in education is a key focus. New teaching staff, including volunteers with unsupervised access to pupils, and temporary staff will undertake online Safeguarding and Keeping Children Safe in Education training. Safeguarding and Keeping Children Safe in Education training is delivered on the first week of each new school year as well as training updates at the beginning of each term. New staff will be sent a link to set up and info on how to use our Safeguarding reporting system: MyConcern.

The HR administrator will also ensure that all new staff undertake online Prevent Training and will read the Code of Conduct Policy, Disciplinary Policy and Fire training. This will be accompanied by a New Staff Introduction booklet which outlines everything a new starter needs to know.

All policy documents relating to the school are held in the policy folder in the head of school’s office and on the website and all staff are asked to read them in full.

All new onsite staff will undertake an induction day where they will shadow other tutors and the parker as well as meet with the appropriate Subject Lead for training. Offsite staff are welcome to come onsite and undertake an induction day if they choose to.

The Office Administrator will give all new members of staff a TF email account, a door key and will show them how to use Office 365, and where to find stationery, printers, laptops, etc.

Each new member of staff will be given a mentor who will undertake an appraisal after one year and a mentoring session after six months.

Policy Sign off and review

|  |  |  |
| --- | --- | --- |
|  | By whom | Date |
| Policy signed off by | Julia Low | 19.09.2016 |
| Reviewed by | Katy Harris | 08.09.23 |
| Next Review By | Katy Harris | 08.09.24 |