



## STAFF INDUCTION POLICY

### AIM OF THE POLICY

This is the policy which outlines the programme that will be used at JPAC Ltd to induct any newly appointed staff.

New staff can expect to work closely with established members of staff until their DBS check has been returned.

In addition, the new member of staff can expect the following within 3 months of starting:

1. Observation of their work within the setting by Senior Company Management
2. Support from an experienced staff member on planning and evaluation
3. Job Description (this will be provided prior to interview)
4. Contract of employment
5. Regular meetings with the Setting Manager and/or MD to discuss progress

### PHILOSOPHY OF THE POLICY

As a Company we feel that it is important that all staff are inducted into the whole team. Such induction must begin as soon as is possible after staff have been appointed.

At JPAC Ltd we encourage the philosophy of 'whole company approach' to the life and work of the setting. All members of the Company community are valued and respected as individuals. It is vital that new staff are given every assistance in gaining knowledge and understanding of the philosophy and ethos of the setting, the school, the routines and practices which take place and the way in which the whole system works.

### WHO SUPPORTS THE NEW MEMBER OF STAFF?

At JPAC Ltd the induction programme operates under the direction of a named senior member of staff who consults regularly with the MD. The same employee acts as mentor to the new staff member.

As the nominated member of staff, the mentor is there to help, guide, reassure, counsel, inform and listen amongst many other things. The mentor, with the MD, is also responsible for monitoring the progress and development of the employee.

The other staff in JPAC Ltd also have a role in induction. They all assist in integrating the new member into the whole company team. They are willing to share experience and ideas, help in practical ways and offer support and encouragement.

**Policy Reviewed September 2024**

## INDUCTION CHECK LIST

PLEASE PRINT CLEARLY

EMPLOYEES NAME \_\_\_\_\_ START DATE \_\_\_\_\_

SETTING \_\_\_\_\_ MENTOR \_\_\_\_\_

JOB TITLE \_\_\_\_\_

	Tick		Tick
Explanation of induction		Health and Safety Policy	
Photo and Mobile Phone Policy and Safeguarding Issues explained		Refer to appropriate policies	
Introduction to staff AND Headteacher		Fire Safety Procedures	
Employee file begun		First Aid/ accident procedures	
Hours of work		Security	
Timekeeping and recording system		Safeguarding Children Procedures	
Pay		Child Protection	
When and how paid		Risk assessments	
Bank details provided for MD		Smoking Policy	
Obtain P45 and NI number		Telephone Policy	
Address of employee for payroll		Social Media Policy	
Date of birth		Organisation and Company structure	
Pension scheme if applicable		Company practice and procedures	
Company sick pay arrangements		Disciplinary, grievances and appeal procedures	
Sickness absence notification procedures		Period of notice	
SSP entitlement and qualifying days		Parents Information Pack	
Holidays entitlement		Tour of premises	
Application for holiday/time off			

For Employer

Induction approved (signature) \_\_\_\_\_

For Employee

I have received the above training (signature) \_\_\_\_\_

Date Induction completed \_\_\_\_\_