



# Induction Policy

**Responsible for policy:**  
**Chair of Directors**

**CC2 Strategy, People and Organisational Development**

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## Definitions

In this **Induction Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Induction Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

## 1. Policy Statement

The purpose of The Romero Catholic Academy Induction policy is to ensure that all employees are provided with a properly structured induction programme, providing them with key information about the MAC and their associated Academy quickly, in order to help them to integrate into their role in the MAC effectively during the remainder of their probationary period.

The Romero Catholic Academy Induction is designed to start off by providing all new employees with the same key information. It will then be adjusted by line managers to suit the individual needs of the employee's new job role.

The Romero Catholic Academy is proud to be an equal opportunities employer. Employees, as well as prospective employees, will all be treated equally and fairly. The Romero Catholic Academy is committed to ensuring no less favourable treatment is experienced by any employee or prospective employee because of any of the protected characteristics under the Equality Act 2010.

## 2. Scope

This policy relates to all newly appointed employees of the Romero Catholic Academy, as well as any existing employees that move to a new job role within the MAC. Existing employees in particular are expected to be proactive during their induction into their new job role; this may be shorter than would have been provided to a newly appointed employee. In all instances, the induction ensures that employees receive the relevant information and support from appropriate sources to enable them to apply themselves to their new job role fully.

## 3. Pre-commencement applicant pack

The Romero Catholic Academy will provide information to employees prior to the commencement of their employment, with an applicant pack sent to the new employee to provide them with information to assist with familiarisation of the MAC and the workplace location.

The information will be general high level information on how the MAC operates and the work done by the various schools and departments within the MAC. The history of the MAC will be laid out along with the vision, mission, values and aspirations for the MAC going forward.

Employees that have been promoted or transferred will not receive this pack.

## 4. The Romero Catholic Academy

The standard Company induction is operated once a term and new starters are invited to attend a half day session along with other new starters across the MAC.

The Company induction provides an expansion of the high level information provided in the induction pack, including the MAC organisation structure and vision, mission and values.

## 5. Diocesan Induction

For Protected posts or specific roles, the BDES will run Induction programmes across a period of time, e.g. a year. This will look carefully at the distinctiveness of a Catholic school as the employee begins their role. Within this role, the Diocese may also assign a mentor to support the employee e.g. assign a Headteacher from across the Diocese to mentor a Principal in their first year.

## 6. Principal Induction

For Principal posts, the Teaching schools will run local Induction programmes across a period of time, e.g. a year. This will look carefully at the distinctiveness of leading a school in the city and to provide networking opportunities with fellow colleagues in Coventry.

## 7. Local Induction

### Day One

The aim of the local induction on day one is to introduce new employees to their Academy, and to each other. The induction programme will help employees become orientated and understand the Company culture so that they know what is expected of them.

The content of the induction pack that was sent to the new employees will be supplemented with access to the MAC's current policies and procedures. The induction will include an overview of each of the policies and attention will be drawn to key aspects.

The following information will also be provided:

- Academy vision, mission and values
- Academy Organisation Structure
- Academy Development Plan
- Contact Info Crib Sheet
- Copy of Job Description and Responsibilities
- Working Hours and Protocols
- Employee Handbook including disciplinary and grievance procedure
- Introduction to work colleagues and 'Induction Buddy'
- Tour of the Building
- Health and Safety Procedures
- IT Equipment (as necessary)
- Workspace
- Basic Stationery

## 8. The First Week

The induction moves to working closer to the relevant line manager.

The remainder of this induction policy contains a generic set of possible activities to be undertaken during an induction programme. It will require tailoring by the line manager to the circumstances of the employee's new job role, and to take into account any needs for training that were identified during the recruitment process.

The class/ phase/ departmental level induction will allow the new employee to become familiar with their new class/ phase/ department, including an introduction to the teams and support available in the class/ phase/ department and how it operates generally. The line manager will set out where the new employee fits in to existing teams and how it is intended for the new employee to operate effectively within the class/ phase/ department.

The line manager will complete the key documentation required of the new employee. Where this remains uncompleted, the line manager will ask the employee to sign the statement of main terms and conditions of employment.

Arrangements for auto-enrolment to the pension plan will be covered, as well as other benefits information specific to the employee's job role.

The remainder of the induction programme in the first week may consist of placing the employee on internal or external training sessions required by the job role or the business generally.

The week may include shadowing, with the new employee sitting with contemporaries to review the work that they will be asked to undertake during week two onwards.

The week could also include meetings with key employees to go over systems, procedures, techniques, equipment, production methods etc.

An induction review meeting will take place at the end of week one to ask the new employee how the first week has gone and seek feedback on the effectiveness of the induction programme so far. Any feedback from the new employee may dictate the need for further training, meetings or reviews in the weeks that follow on some or all the business areas covered.

## 9. The First Month

The training and development plan will be set out including the arrangements for the probationary review meetings.

The second week may move from a shadowing perspective to starting to undertake work in the job role, under supervision. Alternatively, shadowing may continue depending on the needs of the role with work commencing the following week. The structure of the second week is dictated by the needs of the role and the line manager's experience in this area.

## 10. Probationary Reviews

The Romero Catholic Academy employs all new employees subject to a probationary period. During this period, the employee's performance will be assessed at regular intervals.

Depending on the job role, a training programme will consist of internal shadowing, internal training courses, and external training programmes and on the job training.

The line manager will meet with the employee at the following intervals, to conduct review meetings:

Probationary review schedule	
Induction review - mid way point	End of first week
First month induction review	End of first month
Probationary review - mid way point	End of third month
Probationary review	End of six month period

## 11. 'Induction Buddy'

For all new employees commencing employment, and existing employees transferring job roles or transferring departments, will be provided with an 'Induction Buddy'.

The mentoring process runs for the first 3 months of the role and may be extended on an informal basis.

Induction Buddy meetings will take over the first 3 months of employment.

Away from the scheduled meetings, the Induction Buddy is available at other times should the employee have and informal queries. The Induction Buddy is not a coach but can give advice to employees on informal queries. It will not be appropriate for an Induction Buddy to deal with any workplace concerns or complaints, and these should be directed to the employee's line manager at first instance.

## 12. Training

Line managers will provide employees with training to ensure they have enough support to undertake their job roles. Coaching will continue during the probationary period and as necessary for a number of months after completion of the probationary period, up to one year, depending on the needs of the job role.

Line managers will support employees with coaching in relation to new tasks, processes and concepts.

### **13. Links to other policies**

This Induction Policy is linked to our:

- TRCA Code of Conduct
- TRCA NQT Induction Policy
- TRCA Staff Handbook

### **14. Monitoring and Review**

The policy in relation to induction will be evaluated via feedback forms given out by the Romero Catholic Academy to employees during their induction. The feedback provided by employees through their probationary reviews will also be used to inform aspects of the policy.

All aspects of the policy will be evaluated and monitored on a regular basis by the HR department to ensure the policy remains relevant to the Company's needs and in line with changes to the Company's business plan.

The Board of Directors delegate the implementation of this policy to the Academy Committee.

This policy will be reviewed by CC2 Strategy, People and Organisational Development.