



Staff Onboarding and Induction Policy

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External reference points	• Health and Safety at Work Act 1974 • Equality Act 2010 • OfS Conditions of Registration (B2, E2, E6) • ACAS Code of Practice • Safer Recruitment in Education Guidance (KCSIE) • UK GDPR and Data Protection Act 2018		

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1. Introduction

LCK Academy is committed to providing a thorough and structured onboarding and induction experience to ensure all new staff are effectively integrated, informed of their responsibilities, and able to contribute meaningfully to the institution. This policy outlines all stages from job offer to post-probation integration, including pre-employment checks, onboarding procedures, induction content, and ongoing support.

2. Purpose and Scope

This policy covers all staff types including academic, administrative, technical, and support, across full-time, part-time, fixed-term, and temporary positions. It ensures compliance with relevant legislation and good practice and contributes to a consistent and safe working environment.

3. Definitions

Onboarding: A holistic process starting from the acceptance of a job offer through to successful completion of probation.

Induction: The structured orientation and training typically completed during the first 2 weeks of employment.

4. Accessibility and Adjustments

LCK Academy is committed to creating an inclusive workplace that supports all staff. In line with the *Equality Act 2010*, reasonable adjustments will be offered at any stage of the onboarding or induction process for staff with disabilities or specific needs. Staff are encouraged to inform HR or their line manager if any support is required to fully participate in the induction or to carry out their role effectively.

5. Pre-Employment Checks and Preparation

Following the recruitment process, once a successful candidate has been identified, an offer of employment will be made by the Head of HR. Once a candidate accepts an offer, the following steps are undertaken by HR and the hiring department:

- Issuance of a formal conditional offer letter and contract.
- Email confirmation with start date, reporting time, line manager contact, and required documents.
- A formal pre-start email is sent to the staff member, which includes contacts, login steps, reporting time, and expected Day 1 documents.
- Request for documentation including:
 - Right to work in the UK.
 - Proof of identity (passport, driver's license).
 - DBS check (if applicable).
 - Verified academic/professional qualifications.
 - Two acceptable references (with one from the current or most recent employer).

- Pre-employment Health Questionnaire (see Safer Recruitment Policy).
- IT and access setup (as applicable: email, systems login, staff ID badge, laptop, sim/mobile).
- Notification to the line manager to prepare an induction plan and workstation (desk/stationery).
- Digital Welcome Note to the new staff member including:
 - Mission, Vision, Ethos and Values of LCKA.
 - Staff Handbook.
 - Key Policies (Safeguarding, EDI, Health & Safety, Data Protection).
 - Campus Map, Travel Info, and Contacts.
 - Job Descriptions

6. Induction

The induction programme is delivered jointly by **HR** and the **line manager** and is designed to integrate new staff into LCK Academy, its culture, and their specific roles.

Day 1: Welcome & Essentials

- Led by HR and Line Manager
- Welcome meeting and personal introductions to team members.
- Introduction to Academy: mission, values, and strategic priorities.
- **HR Essentials:**
 - Absence procedures.
 - Clarification of working hours, breaks, rotas (if applicable), annual leave procedures, and closing times.
 - Overview of induction and probation processes.
 - Verification of original documents (passport, qualifications, etc.) for secure HR filing.
- **IT Induction:**
 - Specialist software (if applicable).
 - Access to email, MS Teams, MIS, HR portal, VLE, registers, printing.
- **Facilities Tour:** campus layout, fire exits, first aid stations.
- Issuing of ID Card.
- Safeguarding briefing with Designated Safeguarding Lead (DSL) or Head of HR.
- Initial Work & Development Plan discussion with line manager (template provided, agreement on storage, monitoring, evaluation, and reporting procedures).

First Two Weeks: Core Induction

Led by HR, Line Manager, and Relevant Functional Leads

All Staff Induction

- **Mandatory Training** (to be completed within 1–2 months; progress monitored by HR):
 - Safeguarding and Prevent Duty.
 - Health & Safety Awareness.
 - UK GDPR/Data Protection.
 - Equality, Diversity & Inclusion.

- Code of Conduct and Whistleblowing.
- IT and Data Protection.
- Anti-Harassment and Sexual Misconduct (Zero Tolerance Policy).
- **Organisation & Systems:**
 - Introduction to organisational chart, direct team, and key contacts.
 - Communication channels.
 - Absence reporting and performance development reviews.
- **Wellbeing & Support Services:**
 - Mental health and wellbeing initiatives.
 - Inclusion support and reporting mechanisms.

Academic Staff – Additional Induction

- *Led by Head of Programme*
- **Quality Processes & Procedures:** annual monitoring, required reports.
- **Programme Management:** roles and responsibilities across staff layers.
- **Assessment:** feedback standards, marking timescales.
- **Specialist Equipment:** booking procedures (e.g., AV equipment).
- **Student Management:** discipline and reporting procedures; LCKA expectations of students.
- **Curriculum & Timetabling:** planning cycles, responsibilities.
- **Attendance Recording:** procedures and systems.
- **Student Support:** referral routes, available services.
- Peer Observation / Lesson Observation Policy.
- **Moodle Training:** navigation, uploading resources, using forums.

Completion

- **Induction Checklist (Appendix A)** completed and signed by staff member and line manager.
- Any **outstanding training** scheduled for completion within probation period.

Ongoing Onboarding (Week 3 to Month 3)

- Probation period lasts for 6 months, with progress monitored throughout.
- Monthly one-on-one meetings with line manager.
- Engagement in job-specific training or shadowing.
- Access to CPD programmes and internal training events.
- Midpoint review (Week 6 or Month 3) to check progress, raise concerns, or adjust support.
- Final Probation Review at Month 6 to determine suitability for confirmation in role.

7. Roles and Responsibilities

HR:

- Initiate pre-employment checks and onboarding.
- Deliver central induction sessions and track checklist completion.
- Ensure workstation, IT access, and induction timetable are prepared prior to Day 1.

Line Managers:

- Prepare departmental onboarding and role-specific training.
- Conduct regular check-ins and document probation outcomes.

New Starter:

- Engage fully in induction activities.
- Complete mandatory training and ask for clarification where needed.
- Sign and return the Induction Checklist to HR by Week 2 (see Appendix 1)

Safeguarding Team:

- Ensure new staff receive safeguarding briefing and clearances prior to regulated activity.

8. Monitoring and Review

The onboarding and induction process will be reviewed annually based on:

- Staff feedback and probation data.
- Incident trends or safeguarding audits.
- Changes in legal or regulatory requirements.

SLT will receive an annual summary of induction completion rates and probation outcomes for quality assurance.

Appendix 1 – Induction Checklist

To be completed and submitted to HR by end of Week 2.

Section	Activity	Status	Date	Notes
Day 1	Received Welcome Pack and Offer Documents	☐		
	Met with Line Manager and Team	☐		
	Introduction to Academy mission, values, and strategy	☐		
	HR briefing: absence procedures, working hours, breaks, rotas, annual leave, closing times	☐		
	Overview of induction and probation processes	☐		
	Provided original documents (passport, qualifications, etc.) for HR verification	☐		
	Received IT access (email, MS Teams, MIS, HR portal, VLE, registers, printing)	☐		
	IT induction on specialist software (if applicable)	☐		
	Campus tour (including fire exits and first aid stations)	☐		
	Issued ID card	☐		
	Safeguarding briefing with DSL or Head of HR	☐		
	Initial Work & Development Plan agreed with line manager (template completed and monitoring process confirmed)	☐		
First Two Weeks	Mandatory Training Completed:			
	Safeguarding and Prevent Duty	☐		
	Health and Safety Awareness	☐		
	UK GDPR/Data Protection	☐		
	Equality, Diversity, and Inclusion	☐		
	Code of Conduct and Whistleblowing	☐		
	IT and Data Protection	☐		
	Anti-Harassment and Sexual Misconduct (Zero Tolerance Policy)	☐		
	Reviewed Staff Handbook and relevant policies	☐		
	Health & Safety briefing attended	☐		
	Understood role responsibilities, objectives, and job description	☐		
	Training on internal systems (email, MS Teams, VLE, registers, printing)	☐		
	Understood absence reporting procedures and performance development review process	☐		
	Informed of mental health, wellbeing, EAP, and inclusion support services and reporting mechanisms	☐		
First Two	Introduction to Academy quality processes and procedures (annual monitoring, required reports)	☐		

Weeks – Academic Staff (if applicable)				
	Programme management – roles and responsibilities clarified	☐		
	Assessment procedures – feedback standards, marking timescales	☐		
	Booking specialist equipment (e.g., AV) process understood	☐		
	Student discipline and reporting procedures explained	☐		
	LCKA expectations of students discussed	☐		
	Curriculum planning and timetabling process explained	☐		
	Attendance recording process understood	☐		
	Student support services – referral routes explained	☐		
	Peer observation / lesson observation policy reviewed	☐		
	Moodle training completed	☐		

Employee Name: _____

Line Manager Name: _____

Date Induction Completed: _____

Signatures:

Employee: _____

Line Manager: _____

Head of HR: _____