

### INDUCTION OF NEW STAFF POLICY

The aim of the induction process is to enable newcomers to Collingham College to become fully effective members of the college community, as quickly and as easily as possible. The process should ease their transition into the college and ensure that they are fully aware of their responsibilities in terms of the college's key policies and procedures, as well as those specific to their role. It involves the dissemination of information and proper care and support during the first year at the college, in particular.

Effective implementation of the induction process helps to develop a sense of belonging and self-worth and a sense of contributing to the efficient running and on-going development of the college.

The Principal has overall responsibility for new staff although the organisation and responsibility for induction is with the Director of Studies who will organise the In-Service programme for Induction and the mentors for new staff, who will usually be the Head of Department.

Relevant packages of information will be circulated before staff take up their appointment. There will be opportunities where possible for the new member of staff to spend time in the college before their period of employment begins.

#### **Policies and Procedures**

In taking up a position with the college, ALL new staff will have the following policies explained to them:

- Safeguarding Policy including safeguarding response to children missing education  
Staff Code of Conduct Policy
- Behaviour Policy
- Role of the DSL (including identity of the DSL and deputy)
- E-Safety Policy

In addition, teaching staff will be e-mailed the following and asked to confirm that they have read and understood them:

- Safeguarding Policy including the role of the DSL, Prevent and low level concerns
- Staff Code of Conduct Policy
- Part One of KCSIE and Annex A
- Anti-bullying Policy
- Health, Safety and Welfare Policy
- Fire Safety Policy
- Preventing Extremism and Radicalisation Policy
- Collingham Staff Handbook
- Attendance policy

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### **The Induction Meeting**

At the induction meeting, guidance is provided in the following areas:

- pastoral care issues and a review of the main safeguarding and child protection policies, including KCSIE (September 2024);
- explanation and discussion relating to the policies detailed above;
- planning, including writing Schemes of Work and lesson planning;
- lesson observations;
- marking;
- the departmental handbook;
- report writing, record keeping, using the Engage portal;
- the administration of exams both internal and public;
- Fire procedure and Health & Safety
- the location of college policies;
- internal communication systems;
- absence from work;
- registration;
- whole college rewards and sanctions.
- key staff
- Personal Tutor system
- Engage and Teams

**The Principal** gives an outline of the history, philosophy and expectations of the college.

**The Director of Studies** ensures that new staff have a Collingham College email and login.

**Teaching staff** will be given further guidance by the **Head of Department** on behaviour management strategies for the classroom, classes of students, basic do's and don'ts, using Schemes of Work, departmental assessment procedure, useful teaching websites and resources, where equipment is kept in the classroom, what to do if things go wrong.

**Non-teaching staff** will be given guidance by **Director of Studies** on the specific functions of their role within the college.

Wherever possible, all of the above should be completed before the commencement of the start of employment.

### **Monitoring and Review:**

- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

*Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

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Signed:

Date: February 2025

James Alder  
Principal

Edward Browne and Robert Marsden  
Board of Directors