



The GLC Induction Policy for New Staff

This Policy was ratified by the Board of Directors on :	Summer 2024
This Policy will be reviewed by the GLC Board on :	Summer 2026

GLC Mission Statement
 The GLC’s mission is to develop active and thriving citizens within a diverse, truly fair and equal community.
 This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement
 The GLC’s commitment to equality is enshrined in our mission statement to develop ‘active and thriving citizens within a diverse, truly fair and equal community’.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.



The GLC Staff Induction Policy

Summary

The GLC aims to be an employer of choice and as such, it is important that every new member of staff is welcomed and supported to make the best possible start. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the School as a whole, provide the foundation for successful and safe contribution to the School.

The induction programme is designed to help new employees become familiar with the requirements of their position and learn about the School's culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction programme will ensure that returning staff, after a prolonged period of absence [i.e. maternity leave] receive training and updates on Trust policies and processes. This may include attending an induction programme with new staff to the Trust.

The induction programme should be cross referenced to the ECT induction requirements and probationary periods for support staff, as appropriate [See ECT induction policy].

The induction process will:

- Provide information and training on the School's policies and procedures;
- Provide Child Protection training and safeguarding children training [including checking understanding];
- Enable the colleague to contribute to improving and developing the overall effectiveness of the School, raising pupil achievement, and meeting the needs of pupils, parents and the wider community;
- Contribute to the colleague's sense of job satisfaction and personal achievement;
- Explain the School's Code of Conduct to ensure that all employees, volunteers and governors new to the School understand what is expected of them at the School and gain support to achieve those expectations;
- Identify and address any specific training needs.

The induction programme will include:

- Information and training on the GLC's key policies, procedures and ways of working;
- Explain the GLC's Staff Code of Conduct to ensure that all new staff to the academy understand what is expected of them and gain support to achieve those expectations;
- An induction timetable / diary of activities;
- Details of help and support available;
- Details of work shadowing, if appropriate;
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

The role of the Induction Lead:

For every new member of staff, an Induction Lead will be appointed. The Induction Lead will be identified at the end of an appointment process.



The Induction Lead will:

- Make arrangements to ensure that a new member of staff is welcomed;
- Ensure that immediate needs are identified **before** taking up the position where possible;
- Ensure that an Induction Programme, appropriate to the role is provided, delivered and evaluated
- Introduce key personnel pertinent to the role in question;
- Ensure that all induction checklist paperwork is completed, signed and saved in the employee's HR file at the end of the induction process.

The Induction Programme

The Induction Lead will ensure that an Induction Programme is tailored to the needs of each individual and will liaise with key staff as necessary.

The induction programme will include:

- A safeguarding induction and training;
- A checklist of the policies and procedures to be read and understood;
- Details of help and support available;
- An induction timetable / diary of activities;
- Details of other relevant individuals with responsibility for induction, e.g. the designated mentor or supervisor Induction programmes should be tailored to the role in question.

All new staff will be given appropriate induction advice, training and resources using the following as a framework:

Activity	Teacher	Teaching Support	Support	To be completed/managed by
Before the employee's first day				
Pre employment checks and paperwork to be completed.	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Staff code of conduct/whistleblowing policy and staff handbook emailed. <input type="checkbox"/> Staff Code of Conduct and ...	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Contract received, signed and returned.	✓	✓	✓	Issuing contract: HR Academy based staff [signed and returned]: SSM Central team [signed and returned]: HR
Welcome email/phone call from line manager confirming start and finish times.	✓	✓	✓	Line manager



Induction programme planned ready to be shared on the first day of employment.	✓	✓	✓	Line manager
For overseas staff - send document for useful links on living in the UK [See Appendix 4]	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
First day of employment				
Induction checklist issued.	✓	✓	✓	Line manager
Equipment issued [as necessary]: - Key - Laptop - Pass card and lanyard - Usernames and passwords	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Safeguarding and child protection training completed; [Including policy and KCSIE quiz]	✓	✓	✓	Academy safeguarding lead EWO for Central Team
Health and safety procedures/ including emergency evacuation and first aid. Key policies: - Health & safety - <input checked="" type="checkbox"/> Health & Safety pol... - Fire evacuation - <input checked="" type="checkbox"/> Fire Evacuation Pro...	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
A tour of the academy [including location of toilets, reprographics etc]	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Access to management calendar	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Introduction to HR procedures and policies: - Leave of absence - <input checked="" type="checkbox"/> Staff Leave of Abse... - Sickness/Absence reporting - <input checked="" type="checkbox"/> Staff Sickness Abse... - GDPR	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR



- GDPR documents a...				
Introduction to support systems [ie: Ordering, site reporting and central support teams [reprographics, ICT, finance, HR, etc]	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Issuing of key documents to include: Staff induction handbook Academy prospectus Academy development plan A site plan of the academy	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Meetings with key personnel/colleagues	✓	✓	✓	Line manager
Rotas and duties [including breaks]	✓	✓	✓	Line manager
An introduction to MIS; ▪ SIMs for a teacher ▪ SIMs for support staff ▪ CPOMS [Child Protection Online Management System] ▪ Communication tool [ie: Class Dojo]	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR CPOMS: Academy safeguarding lead EWO for Central Team
Access to Westfield Health Insurance provided Membership Changes Form ...	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Access to My SAM Portal	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Within the first 2 weeks of employment [Systems]				
Discussion on probation procedures/performance management	✓	✓	✓	Line manager
Review Job Description and sign	✓	✓	✓	Line manager



Identify Initial Training Needs	✓	✓	✓	Line manager
Allocation of a coach or mentor	✓	✓	✓	Line manager
Opportunities to shadow and observe colleagues at work;	✓	✓	✓	Line manager
Details of help and support available	✓	✓	✓	Line manager
For September starts new staff will meet together with the CEO	✓	✓	✓	CEO
Minibus Training where appropriate	✓	✓	✓	Academy based - All staff: SSM Central team - All staff: HR
Within the first 2 weeks of employment [Introduction to key policies included within induction]				
Behaviour policy ▣ Behaviour & Relationships p...	✓	✓	✓	Academy/Trust lead
Anti-bullying policy ▣ Anti Bullying policy	✓	✓	✓	Academy/Trust lead
Positive handling policy ▣ Positive Handling policy	✓	✓	✓	Academy/Trust lead
Disadvantage policy ▣ Disadvantaged Pupils' policy	✓	✓		Academy/Trust lead
Online safety policy ▣ Online Safety policy	✓	✓	✓	Academy/Trust lead
Teaching & Learning Policy ▣ Teaching for Learning polici...	✓	✓		Academy/Trust lead
Assessment and feedback policy ▣ Assessment & Feedback poli...	✓	✓		Academy/Trust lead



Curriculum policy 📎 Curriculum policies	✓	✓		Academy/Trust lead
Mathematics policy 📎 Maths Policy Booklet 2024-2...	✓	✓		Academy/Trust lead
English policy 📎 English Complete Booklet 20...	✓	✓		Academy/Trust lead
SEND policy 📎 SEND policies	✓	✓		Academy/Trust lead
Homework policy 📎 Home Study policy - Primary 📎 Homework policy Secondary	✓	✓		Academy/Trust lead
Key materials for teaching to include				
Faculty/ department/ year group curriculum and scheme of work Class lists [including DYP, SEND, EAL information] Student's data and information regarding prior learning	✓	✓		Line manager

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources.

This should include:

- Safeguarding children and children protection;
- Health and Safety;
- Fire and emergency procedures;
- First Aid;
- Code of Conduct;
- Behaviour Policy;
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables;



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Appendices

Appendix 1: Staff induction handbook links:

The Gateway Academy:

https://drive.google.com/drive/u/0/folders/1OadDrEII_UAY9pp3rmF84XcvTpvngsYG

The Gateway Primary Free School:

https://drive.google.com/drive/u/0/folders/1OadDrEII_UAY9pp3rmF84XcvTpvngsYG

Herringham Primary Academy:

https://drive.google.com/drive/u/0/folders/1OadDrEII_UAY9pp3rmF84XcvTpvngsYG

Lansdowne Primary Academy:

https://drive.google.com/drive/u/0/folders/1OadDrEII_UAY9pp3rmF84XcvTpvngsYG

Tilbury Pioneer Academy:

https://drive.google.com/drive/u/0/folders/1OadDrEII_UAY9pp3rmF84XcvTpvngsYG



Appendix 2: Induction Checklist

Induction Checklist					
Name of employee:					
Start date:					
Academy/Central team:					
Line manager:					
Activity	Teacher	Teaching Support	Support	Signed Induction lead/s	Signed Employee
Before the employee's first day					
Pre employment checks and paperwork to be completed.	✓	✓	✓		
Staff code of conduct/whistleblowing policy and staff handbook emailed.	✓	✓	✓		
Contract received, signed and returned.	✓	✓	✓		
Welcome email/phone call from line manager confirming start and finish times.	✓	✓	✓		
Induction programme planned ready to be shared on the first day of employment.	✓	✓	✓		
For overseas staff - send document for useful link on living in the UK [See Appendix 4]					
First day of employment					
Induction checklist issued.	✓	✓	✓		



<p>Equipment issued [as necessary]:</p> <ul style="list-style-type: none"> - Key - Laptop - Pass card and lanyard - Usernames and passwords 	✓	✓	✓		
<p>Safeguarding and child protection training completed; [Including policy and KCSIE quiz]</p>	✓	✓	✓		
<p>Health and safety procedures/ including emergency evacuation and first aid. Key policies:</p> <ul style="list-style-type: none"> - Health & safety - Fire evacuation 	✓	✓	✓		
<p>A tour of the academy [including location of toilets, reprographics etc]</p>	✓	✓	✓		
<p>Access to management calendar</p>	✓	✓	✓		
<p>Introduction to HR procedures and policies:</p> <ul style="list-style-type: none"> - Leave of absence - Sickness/Absence reporting - GDPR 	✓	✓	✓		
<p>Introduction to support systems [ie: Ordering, site reporting and central support teams</p>	✓	✓	✓		



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[reprographics, ICT, finance, HR, etc]]					
Issuing of key documents to include: Staff induction handbook Academy prospectus Academy development plan A site plan of the academy	✓	✓	✓		
Meetings with key personnel/colleagues	✓	✓	✓		
Rotas and duties [including breaks]	✓	✓	✓		
An introduction to MIS; ▪ SIMs for a teacher ▪ SIMs for support staff ▪ CPOMS [Child Protection Online Management System] ▪ Communication tool [ie: Class Dojo]	✓	✓	✓		
Access to Westfield Health Insurance provided	✓	✓	✓		
Access to My SAM Portal	✓	✓	✓		
Within the first 2 weeks of employment [Systems]					



Discussion on probation procedures/performance management	✓	✓	✓		
Review Job Description and Sign	✓	✓	✓		
Identify initial training needs	✓	✓	✓		
Allocation of a coach or mentor	✓	✓	✓		
Opportunities to shadow and observe colleagues at work;	✓	✓	✓		
Details of help and support available	✓	✓	✓		
For September starts new staff will meet together with the CEO	✓	✓	✓		
Minibus Training where appropriate	✓	✓	✓		
Within the first 2 weeks of employment [Introduction to key policies included within induction]					
Behaviour policy	✓	✓	✓		
Anti-bullying policy	✓	✓	✓		
Positive handling policy	✓	✓	✓		
Disadvantage policy	✓	✓			



Online safety policy	✓	✓	✓		
Teaching & Learning Policy	✓	✓			
Assessment and feedback policy	✓	✓			
Curriculum policy	✓	✓			
Mathematics policy	✓	✓			
English policy	✓	✓			
SEND policy	✓	✓			
Homework policy	✓	✓			
Key materials for teaching to include					
<ul style="list-style-type: none"> - Faculty/ department/ year group curriculum and scheme of work - Class lists [including DYP, SEND, EAL information] - Student's data and information regarding 	✓	✓	✓		



prior learning - Student's data and information regarding prior learning					
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I confirm that I have completed all aspects of the induction policy as outlined in the checklist above and have been made aware of the following:

- Safeguarding policy
- Staff code of conduct and whistleblowing policy
- Health and safety policy

Uploaded to SAM People

Appendix 3: Usernames and password

Login/Programme	Username/Password	Login/Programme [Adapt for own academy]	Username/Password
GLC main login		Read, Write, Inc. [Portal]	
GLC email		White Rose	
GLC google email		Timestables Rockstars/Numbots	
Sims login		Power Maths	
CPOMs		Pixl Primary Wise	
Class Dojo		Charanga	
		Oddizzi	
		SCARF	
		Letter-join	
		Twinkl	



		NASEN	

Appendix 4

Living in the UK - Helpful Links

https://docs.google.com/document/d/1HMcbY_gEllad1fXD5_dniVzeVj_QSqy5/edit



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Appendix 5

GLC Promotional Videos

GLC Promo - <https://youtu.be/y9TxAPxuYN0>

GPFS Promo - <https://youtu.be/mKl4MgwJUmA>

LPA Promo - <https://youtu.be/KNTalGAxd8O>

HPA Promo - <https://youtu.be/rnymR1LxuZ4>

TPA Promo - https://youtu.be/g_d2VINPbUE

GA Promo - https://youtu.be/YDFOVP3_K7w



Appendix 6 - Induction Process

Induction Process - SAM People

- A copy of the Induction policy should be printed and provided to the new employee on their first day so that it can be worked through and signed off with all relevant staff.

Induction Policy for New Staff Sum 2024 [26]

- The Induction and Probation Tracker should be updated by the SSM ensuring that the line manager has completed the relevant actions.

Induction and Probation Tracker

- Once the induction process has been fully completed the SSM should add the completed checklist to the employees documents on the employee's SAM People profile and send to the new employee via the My Sam Activity to sign.
- Select documents from the employee profiles menu on the left hand side



- Profile
- Contracts
- Calendar
- Absences
- Cases
- CPD
- Performance
- Reports
- Tasks
- Messages
- Notes
- Triggers
- Documents
- Compliance
- Vetting Checks
- MySAM

- Select to upload document

Documents Bulk Upload Documents Upload Document Create Document Email Documents Search

Recruitment 0 Qualifications 0 Contractual Attendance 0 Case Files Performance CPD Confidential Notes General

All Contracts HR Manager

Filename	Description	Contract	Compliance Document	Created	Actions
File 1.pdf	File 1.pdf	HR Manager		13/02/2025 09:55	...

10 Showing 1 - 1 of 1

- Complete document information - user should toggle that it is a compliance document and send to my activity



Add Document ✕

Description:

Contract:

Category:

Is Compliance Document:

Document Type:

Attachments:

Send to My Activity:

Document Name:

Action to take:

Action required by:

Comments:

- Once the checklist has been sent to the employees My SAM portal via the My activity setting, the SSM can monitor whether the employee has signed the report by running the My Activity report in the reporting suite.
- The SSM should ensure that all checklists have been signed and that the Induction and probation tracker is completed to reflect this.



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