



**Working Together**

# **Staff Induction Policy**

**March 2017**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Changes incorporating recommendations from Internal review	Debbie Kerr	March 2017

## 1. Introduction

**It is the policy of the College to create and maintain a highly motivated, effective, engaged and valued workforce by ensuring that all staff receive an appropriate and comprehensive staff induction.**

## 2. Scope

**All line managers, who are responsible for induction, are required to be familiar with this policy statement and adhere to the principles of the policy.**

**All staff regardless of whether they are temporary or permanent, full time or part time or occasional staff are entitled to an a full and comprehensive staff induction.**

## 3. Key Principles

3.1 Once staff join Borders College, induction will follow two stages. Both stages will be initiated by your Line Manager, initially through your Line Manager's Induction.

**3.2 Stage One: Probationary Period Review: Line Managers Induction.** This checklist is located in the Probationary Period review document and is issued by HR. The Line Manager or an appointed team member/s will take a new staff member through a checklist in order to provide information and some tools needed in the early stages of employment. This will take around two hours.

**3.3 Stage Two: "Engage": Online Induction.** This induction is completed through logging on to our Virtual Learning Environment, Moodle, which can be accessed remotely (log in details will be sent to you before you commence employment by your line manager). You should aim to complete the online health and safety, prevent, safeguarding and equality training before commencing employment and in any event, where possible within one week of commencing employment.

There will be a combination of both useful and essential information such as:

- A welcome to Borders College
- An overview on how to use moodle to complete Engage. Core Training which all staff are required to complete. Details of how to update your college record to reflect that you have completed CPD

Additional on line training and information will be added to this site as and when it becomes available.

### **4. Responsibilities**

- 4.1 The SMT is responsible for overseeing compliance with the principles of this policy.
- 4.2 The Head of HR is responsible for the implementation of this policy.
- 4.3 Line Managers are responsible for ensuring compliance with this policy

### **5. Related Documents**

- 5.1 Employee Resourcing Policy and Procedure

### **6. Review**

This policy will be reviewed every three years or more regularly if required.

## **Procedures**

### **1. The Role of the Manager – To be Read by Managers**

“Engage”, the Online Induction package, has been released to complement the current Probationary Period Review. “Engage” can be located on Moodle, which means there will be a blended approach to learning and reporting available on your staff completion rates.

There are many benefits a successful induction can bring, such as improved staff performance, morale and retention. Therefore all new staff must undertake an appropriate induction.

#### **What you need to do**

Provide new staff members with log on details which will be sent to you by ISLT before commencing employment and at the latest on the first day of employment.

Ensure ALL new staff complete both the  
Line Manager Induction (2 hours) – no later than 2 weeks after joining  
“Engage” – Online Induction (8 hours) – no later than 1 week after joining.

Line managers are responsible for ensuring that the on line induction including the health and safety, equalities, safeguarding and prevent training is completed before commencing employment or at the latest, where possible, within one week of commencing employment, unless there is a reasonable reason why this cannot be completed in this time scale. Line managers should check at the end of the first week probation that this has been completed and if not provide reasons for this on the probation documentation which is returned to the HR Department.

Line Managers should ensure that meetings are arranged with relevant staff/departments to ensure a comprehensive induction process. All staff should be introduced to SMT and the Principal and should have the opportunity to meet with HR to ask any questions.

## How can you check completion rates

Details on staff completion rates are input into HR21 by the staff member. Managers can view these on HR21 and should ensure that the individual staff member has completed all of the relevant modules before proposing a probationary period is confirmed.

New staff will be asked to provide feedback to the HR department in order to continually improve the process. If you have any feedback on the new process please contact [HR@borderscollege.ac.uk](mailto:HR@borderscollege.ac.uk).

## 2. Starting Work/A New Job Role

All members of College staff are entitled to receive appropriate and adequate induction. This induction must cover all aspects of the employee's work, and therefore includes induction to the College, the department in which the employee will work, and the job which the employee will undertake, as well as familiarisation with all legal and procedural issues pertaining to their employment. Within this procedure, induction refers not only to new employees, but also to employees who are transferred or promoted within their employment to another job, another department, or another site. Any such change in circumstances requires induction to take place.

## 3. The New Employee

First impressions tend to mould attitudes towards colleagues, the job, and the College, and tend to be lasting. It is important for new employees that their first experiences are as positive as possible. To facilitate this, the following points should be borne in mind:

- be personally prepared for their arrival
- ensure that your staff are also prepared for the arrival of their new colleague
- be friendly and supportive
- allow sufficient time to make all the necessary introductions
- try to put your new colleague at ease
- ensure that your new colleague is provided with the appropriate induction pack
- follow the appropriate procedures

It is important for the new employee that they are fully inducted according to the procedures, covering induction to: the College, the site, the department, and the job.

## 4. Current Employees

Current employees are also entitled to receive appropriate induction according to the circumstances of their new position. For example someone moving from a teaching department on one site to a different department on another site should be inducted to the site, the department, and the job, whereas someone moving to a new job within the same department only needs induction to the new job. It is important to exercise discretion in ensuring that the induction is appropriate and adequate.

## 5. Induction Materials

The standard College welcome pack will be sent by the HR Department to every new employee with their offer of employment. This will be sent by post before the new employee joins the College.

In addition, a Probationary Period Review document will be sent by HR to the relevant line manager. This document gives the line manager a checklist to follow for each new employee. It also highlights the importance of completing “Engage”, the Borders College online induction programme.

## 6. Responsibilities

Responsibilities for induction are:

### For all staff:

Induction to the College and the Site:	Line Manager
Induction to the Department/Faculty and the job:	Line Manager
Management of the overall induction process:	Line Manager

## Duties

It is the duty of those conducting the induction to ensure that the new employee is provided with the appropriate welcome materials and that their attention is drawn to the importance of reading the materials with specific emphasis given to the key areas of legal issues such as Equal Opportunities, Health & Safety, and Employment Rights.

In addition to the information contained in the welcome materials, the person conducting the induction must deal with any issues which are specific to the site, department, or job, such as:

- hazardous equipment, and/or danger areas
- special clothing requirements
- local fire procedures
- first aid
- emergency arrangements
- work space, desk
- equipment/materials access, ordering, and storage

## Preparation

The induction must cover the individual, the department, the workplace and procedures.

- A. The Individual: Ensure you know all essential information such as the name, job, and any special requirements of the new employee.
- B. The Department/Faculty: Ensure that your staff are fully briefed about their new colleague and are prepared to welcome him/her.
- C. The Workplace: Ensure that the workplace where your new colleague will be located is clean, tidy and welcoming. Make sure that all equipment and materials necessary for them to begin work are in place before they arrive.
- D. Procedures: Ensure that you are familiar with the appropriate procedures and are well prepared with all necessary paperwork before your new colleague arrives.

More detail on each of these topics can be found in the Line Manager Induction issued with the probationary review document.

## **7. Additional Information**

This procedure is supported by two documents:

- 1. Probationary Period Guidelines**
- 2. Line Manager Induction, issued as part of the probationary review document**

It is also supported by “Engage”, the online induction programme, located on Moodle, the College’s VLE.

## **8. Induction Responsibilities:**

### **Line Manager**

- To make arrangements to meet the new member of staff on day 1 and follow Line Manager Induction.
- To complete Line Manager Induction, issued as part of the probationary review document or no later than the end of week 2 (to allow for part time staff).
- To put in place additional induction training as agreed with new staff member.
- To complete subsequent 3 monthly and 6 monthly probation reviews and return to HR.

### **HR**

- To issue central welcome pack (including contract/conditions)
- To issue Line Manager Induction, issued as part of the probationary review documents
- To seek and review feedback from the induction process

## Equality Impact Assessment

(Rapid impact assessment tool)

**What Impacts may there be from this proposal on any group's ability to use the College services?**

### Procedure: Staff Induction

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
This policy is implemented equally for all staff. The positive impact it may have is to ensure that all staff are treated equally regardless of any protected characteristic.	None
<b>Actions taken to alleviate any negative Impacts:</b> No negative impacts	
<b>Recommendations:</b> Updated policy to be adopted	

**From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?**

No

**Has a full Equality Impact Assessment been recommended?**

Yes

No

**Reason for recommendation:**

No negative impacts

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Equality Impact Assessed:	May 2012