



Staff Induction Procedure (Support Staff)

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Approver: Philip Attwell

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'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

Cheltenham College recognises that all new permanent and temporary employees, and existing employees who are promoted or transferred, will require adjustment in their new role. Cheltenham College aims to give support to these employees through induction.

It is important to recognise that staff induction requirements vary between departments and specific arrangements are in place to reflect specialist departmental needs as appropriate. The purpose of this procedure is to formalise and record arrangements that are common across all support departments, particularly in relation to child protection and safeguarding including Keeping Children Safe in Education (KCSIE), Health & Safety and fire safety.

It is the responsibility of the line manager to ensure that an appropriate induction programme is in place for new staff in their team and that new staff fully complete that programme.

Further guidance is available on the Digizone at Staff/HR & Payroll Portal/Induction and Probation

Objectives of Induction

Induction exists to ensure that all new employees understand:

- Their responsibilities in respect of key issues such as Safeguarding & Child Protection; Health & Safety; Equality & Discrimination
- How Cheltenham College operates, its history and culture
- The work of the different departments
- The plans and goals of Cheltenham College and the department for the forthcoming years
- How their job role fits in with the other members of their department and Cheltenham College
- Any relevant targets and performance objectives up until the first appraisal
- Relevant ways of working, rules, policies and procedures

Induction will also be an opportunity for the employee to meet colleagues and to familiarise themselves with their new surroundings.

Preparing to Welcome a New Employee

Managers should prepare in good time for the arrival of a new member of the team. This will include liaising with the IT and Cheltenham College Office teams to ensure that appropriate working space and work equipment are ordered and prepared prior to the start date. Managers should also put in place a detailed induction programme following the guidance below.

Further guidance is available on the Digizone at Staff/HR & Payroll Portal/Induction and Probation

Induction Programme

Compliance Group or E-Learning Training

Induction of new staff begins before the employee actually commences work at Cheltenham College. New staff are either invited to attend group training when they first arrive or invited by email to complete online e-learning modules. This initial training will typically include the following:

- Child Protection and Safeguarding Training including:
 - Child Protection and Safeguarding Policy
 - Keeping Children Safe in Education (Part 1 and Annex A)
- Staff Code of Conduct Policy
- Whistleblowing Policy
- Pupil Behaviour Policy
- Data Protection Policy
- E Safety and ICT Acceptable Use Policy
- Fire Safety
- Prevent

This compliance training should be completed either in group sessions or by eLearning by no later than 2 weeks after they have commenced work.

Departmental Induction Programme

Induction should be tailored to the needs of the individual and the role they are taking on. The exact programme will vary according to the needs of the job but should always cover the following areas:

- Welcome to the team
- Welcome to Cheltenham College
- Tour of key areas
- Cheltenham College standards, procedures and policies
- Departmental ways of working
- Performance expectations
- Health and safety
- Check that eLearning/group compliance training is completed and understood

Managers should ensure that the induction programme pays attention to the social needs of their new team member for example by arranging for colleagues to have lunch with the new employee during the first week.

The departmental manager is responsible for ensuring that the new employee receives appropriate

induction (prior to and on commencement of their new role, as required) so that expectations regarding work performance, conduct and attendance are clear to them. They will also ensure that adequate support; training and guidance are in place. Any activities carried out during induction may be used to assess the employee's performance during their probation period.

You can find further guidance on Induction on the Digizone at HR & Payroll Portal/Induction and Probation.

Review

During the first few months it is extremely important that the departmental manager holds regular review meetings with their new member of staff. At the end of their first month this should include discussing how the first few weeks have gone and identifying any gaps in the induction programme.

The Probation Period

Further review meetings should happen throughout the Probation period to ensure that both the employee and the department manager have a good understanding of progress. The department manager should seek advice from the HR Team promptly where concerns arise, to ensure the right support is available for both the employee and their manager. The HR Team will prompt the department manager to complete a Probation Review form towards the end of the Probation Period and will then write to the employee to confirm their appointment if the Probation period has been successfully completed, or to extend their probation period should further training be required.

Managers should note that raising concerns in an open, positive and supportive way at an early stage is a critical part of the probation process. Early, clear communication, prompt feedback and advice to address problems works well for everyone, and sets up the relationship for a successful future.

After the Probation Period

Once the probation period is complete managers should continue to work with staff to ensure that they give feedback on their work performance and set meaningful objectives. Work objectives and development plans identified in the probation review should be carried forward to goals under the Managing and Performing (MAP) annual appraisal process. You can find further details on the HR & Payroll Portal.