

Induction Policy

Roselyn House School

2026 – 2027



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Contents

1. Policy statement.....	2
2. Scope	2
3. Pre-commencement.....	2
4. Induction.....	3
5. Reviews.....	4
6. Mentors	4
7. Coaching	5
8. Monitoring arrangements	5
9. Linked policies.....	5

1. Policy statement

The purpose of the induction policy is to ensure that all employees are provided with a properly structured induction programme, providing them with key information about Roselyn House School quickly, in order to help them to integrate into their role School effectively during the remainder of their probationary period.

The induction is designed to start off by providing all new employees with the same key information. It will then be adjusted by line managers to suit the individual needs of the employee's new job role.

Roselyn House School is proud to be an equal opportunities employer. Employees, as well as prospective employees, will all be treated equally and fairly. Roselyn House School is committed to ensuring no less favourable treatment is experienced by any employee or prospective employee because of any of the protected characteristics under the Equality Act 2010.

2. Scope

This policy relates to all newly appointed employees of KS Education Limited (Roselyn House School), as well as any existing employees that move to a new job role within the School. Existing employees in particular are expected to be proactive during their induction into their new job role; this may be shorter than would have been provided to a newly appointed employee. In all instances, the induction ensures that employees receive the relevant information and support from appropriate sources to enable them to apply themselves to their new job role fully.

3. Pre- employment checks

Before employment commences, the school will complete all required safer recruitment checks including:

- Enhanced DBS check
- Children's Barred List check (where applicable)
- Identity verification
- Right to Work checks
- Qualification verification
- Employment references
- Overseas checks where required
- Prohibition from teaching checks
- Section 128 checks where applicable

4. Pre-commencement induction pack

Roselyn House School will provide information to employees prior to the commencement of their employment, with an information pack sent to the new employee to provide them with information to assist with familiarisation of the School and the workplace location.

The information will be general high-level information on how Roselyn House School operates and the work done by the various departments within the School. The history of the School will be laid out along with the business plan and aspirations for the School going forward. Employees that have been promoted or transferred will not receive this pack.

5. Company induction

The early stages of our induction provides an expansion of the high-level information provided in the induction pack.

The aim of the induction is to introduce new employees to the School, and to each other. The induction programme will help employees become orientated and understand our School culture so that they know what is expected of them.

Content of the induction pack that was sent to the new employees will be supplemented with copies of our current policies and procedures. The induction will include an overview of each of the policies and attention will be drawn to key aspects.

The following information will also be provided:

- Employee Handbook including disciplinary and grievance procedure.
- Training policy.
- Shared Practice Policy.
- Single Equality Policy.
- Employee Privacy Notice.

During induction staff will receive:

- Site tour

- Introduction to pupils and classes
- Introduction to key professionals
- Access to Teams and IT systems
- CPOMS training
- MIS training
- School communication systems training
- Emergency procedures briefing
- Introduction to school values and culture

The induction then moves to the departmental level with the employee being handed over to their relevant line manager.

The remainder of this induction policy contains a generic set of possible activities to be undertaken during an induction programme. It will require tailoring by the line manager to the circumstances of the employee's new job role, and to take into account any needs for training that were identified during the recruitment process.

The departmental level induction will allow the new employee to become familiar with their new department, including an introduction to the teams and support available in the department and how the department operates generally. The line manager will set out where the new employee fits in to existing teams and how it is intended for the new employee to operate effectively within the department.

The line manager will complete the key documentation required of the new employee. Where this remains uncompleted, the line manager will ask the employee to sign the statement of main terms and conditions of employment.

The training and development plan will be set out including the arrangements for the probationary review meetings.

Arrangements for auto-enrolment to the pension plan will be covered, as well as other benefits information specific to the employee's job role.

The remainder of the induction programme could consist of placing the employee on internal or external training sessions required by the job role or the business generally.

This could include shadowing, with the new employee sitting with colleagues and students to understand the school day.

The week could also include meetings with key employees to go over systems, procedures, techniques, equipment, production methods etc.

An induction review meeting will take place at the end of week one to ask the new employee how the first week has gone and seek feedback on the effectiveness of the induction programme so far. Any feedback from the new employee may dictate the need for further training, meetings or reviews in the weeks that follow on some or all the business areas covered.

The second week may move from a shadowing perspective to starting to undertake work in the job role, under supervision. Alternatively, shadowing may continue depending on the needs of the role with work commencing the following week. The structure of the second week is dictated by the needs of the role and the line manager's experience in this area.

6. Safeguarding

All newly appointed staff will complete safeguarding induction in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) 2026. This will include:

- Part 1 (or Annex A where appropriate) of KCSIE
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Whistleblowing procedures
- Identification of the Designated Safeguarding Lead (DSL) team

7. Mandatory Training

New staff must complete induction training covering:

- Safeguarding and Child Protection
- Prevent Duty
- Online Safety
- Behaviour and SEMH Practice
- Restrictive Physical Intervention
- First Aid procedures
- Health and Safety
- Fire Safety and Evacuation
- CPOMS usage
- Equality and Diversity
- GDPR/Data Protection
- PLEASESS ADD IN ALL INDUCTION TRAINING

8. SEMH and Behaviour Training

The following training will also be provided to all staff on an ongoing basis:

- Trauma-informed practice
- Attachment awareness
- Emotion coaching
- Positive behaviour support
- Restrictive Physical Intervention training
- De-escalation approaches

9. CPOMS

Staff will be trained in the use of CPOMS and expected to record safeguarding concerns, incidents and welfare matters in accordance with school procedures.

10. Probationary reviews

Roselyn House School employs all new employees subject to a probationary period. During this period, the employee's performance will be assessed at regular intervals.

Depending on the job role, a training programme will consist of internal shadowing, internal training courses, and external training programmes and on the job training.

The line manager will meet with the employee at the following intervals, to conduct probationary review meetings:

Probationary review schedule	
Induction review - mid way point	End of first week
Induction review - end of induction	End of second week
First month review	End of first month
Second month review	End of second month
Probationary review	End of 3 months' period

At each probation review meeting:

- Progress against objectives will be reviewed
- Training needs identified
- Areas for development documented
- Support plans agreed where necessary

Following each probationary meeting one of the following outcomes will be confirmed to you in writing:

- Confirmation of appointment
- Extension of probation
- Further support plan
- Termination of employment where probation standards are not met

11. Mentors

All new employees commencing employment, and existing employees transferring job roles or transferring departments, will be provided with a mentor.

The mentoring process runs for the first nine months of the role and may be extended by a further six months on an informal basis. Employees are encouraged to discuss the requirements with their mentor and their line manager.

Mentoring meetings will take place weekly for the first three months, moving to monthly thereafter until the first year of employment is completed.

Away from the periodic meetings, the mentor is available at other times should the employee have problems or queries with their job role. The mentor is not a coach but can give professional advice to employees where appropriate. It will not be appropriate for a mentor to deal with any workplace concerns or complaints, and these should be directed to the employee's line manager at first instance.

Mentors will:

- Support integration into school culture
- Provide practical guidance
- Signpost policies and procedures
- Facilitate professional development opportunities

12. Wellbeing

The school recognises that starting a new role can be challenging. Staff wellbeing support, supervision arrangements and employee assistance resources will be introduced as part of the induction programme.

13. Equality, Inclusion and Protected Characteristics

Induction programmes will be adapted where required to meet individual needs, including those arising from disability, health conditions, religion, caring responsibilities or other protected characteristics.

14. Coaching

Roselyn House School provides new employees with coaching from the first day of their employment, through their line manager.

Line managers will provide employees with training to ensure they have enough support to undertake their job roles. Coaching will continue during the probationary period and as necessary for a number of months after completion of the probationary period, up to one year, depending on the needs of the job role.

Line managers will support employees with coaching in relation to new tasks, processes and concepts.

15. Monitoring Arrangements

The Senior Business Manager will monitor:

- Completion of induction programmes
- Mandatory training compliance
- Probation review completion
- New staff feedback
- Staff retention data
- Induction effectiveness

16. Linked Policies

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Behaviour Policy
- Physical Intervention Policy
- First Aid Policy
- Health and Safety Policy
- Equality Policy
- Whistleblowing Policy
- Data Protection Policy
- Staff Wellbeing Policy
- Recruitment and Selection Policy