Magnum Opus
TRAINING LIMITED

# POLICIES AND PROCEDURES

# Learner Induction Policy

Magnum Opus Training Limited

| LAST REVIEWED | NEXT REVIEW DUE |
|---|---|
| September 2026 | September 2027 |
| **APPROVED BY** | **ROLE** |
| Mr S King | Headteacher |

**Signature**



Karting Academy
MAGNUM OPUS TRAINING LTD

Boxing Academy
MAGNUM OPUS TRAINING LTD

Construction Academy
MAGNUM OPUS TRAINING LTD

## Purpose and scope

Magnum Opus Training Limited uses induction to help every student understand their placement, feel safe and know who can help them. This policy applies to students attending our alternative provision, including adults aged 18 to 25. It covers the visit before placement, preparation with the commissioning school or local authority, the first day and the early review. Induction is adapted to the student's communication, sensory, regulation and support needs. The Inclusion and Provision Manager is responsible for delivering and recording it, with oversight from the Headteacher.

Magnum Opus decides whether it can meet a student's needs and accept a referral. The school or local authority decides whether to commission the placement and retains its own statutory responsibilities. This policy is read alongside the Child Protection and Safeguarding Policy, Attendance Policy, Behaviour and Attitudes Policy, Health and Safety Policy, Complaints Policy and Data Protection and Privacy Policy.

## Before a placement begins

Every prospective student visits the site before Magnum Opus agrees to place them. The visit gives the student time to meet staff, see the environment, ask questions and explain what would make starting easier. A parent or carer and the commissioning school or local authority may attend where appropriate. Staff do not use the visit as a test of compliance; they listen to the student and consider reasonable adjustments. A gradual start is available where this helps the student settle, with the timetable and review arrangements agreed with the commissioner and student or family as appropriate.

The commissioning school or local authority supplies the current information needed for a safe and suitable placement: the referral and intended outcomes; EHCP or other support plan; relevant health and emergency information; safeguarding and risk information; attendance and behaviour history; contact and collection arrangements; and the people to contact about a concern. The Inclusion and Provision Manager confirms that this information has been received and checks it with the Headteacher where a risk or gap affects the placement. If information is missing or a support need cannot yet be met safely, the Headteacher agrees the next step with the commissioner before the student starts.

The Inclusion and Provision Manager uses the EHCP and referral information to identify the support strategies staff need to know, including communication preferences, sensory needs, regulation support and any individual emergency arrangement. The Inclusion and Provision Manger works alongside the Academy Lead to identify the student's key adult before the first day. The student's voice is sought in an accessible way. Relevant information is shared only with the staff who need it, in line with the Data Protection and Privacy Policy.

**First day induction**

The Academy Lead welcomes the student and provides an induction pack. The first-day induction video introduces the site, daily routine, staff, safety information and the ways to ask for help. The Academy Lead also gives a supported walk-through of the relevant areas and checks what the student has understood through conversation or another suitable method. The pace, route and amount of information are adapted to the student. Staff allow breaks, repeat information and use another format when the video or pack is not accessible to the student. Induction can be completed over more than one visit or day if a gradual start is agreed.

If a student begins attending another Magnum Opus site, staff explain that site's layout, exits, assembly point, staff contacts and activity risks before the student takes part there. The Academy Lead records this additional site induction.

The Academy Lead makes sure the student knows:

the day starts at 10 am, arrival is between 9:30 and 10 am, activities finish at 2 pm and collection is between 2 and 2:30 pm; there is one day timetable rather than separate lessons;

where their learning area, toilets, reception, calm supported space, exits and site fire assembly point are, and what to do when an alarm sounds;

who their Academy Lead, key adult and safeguarding contacts are, and how to speak to a trusted staff member if they feel unsafe or worried;

the support, activities and goals agreed for the placement and how progress will be reviewed;

how attendance is recorded, how parents or the student report absence by 10 am to attendance@magnumopustraining.com or +44 7943 162376 by call or WhatsApp, and that the commissioner receives attendance information;

the expectations in the Behaviour and Attitudes Policy, including Remind, Redirect and Repair, and Reset, and the support available to regulate before returning to an activity;

when phones may be used for regulation and when they must be off and away, and the approach to vaping and prohibited items;

how to raise a service complaint, with staff support if wanted, and how this differs from reporting a safeguarding concern.

**Safeguarding, health and activity safety**

The induction video and notices around the sites identify the safeguarding team and explain how to report a concern. Scott King is the designated safeguarding lead; Summer King and Tate Morris are deputy designated safeguarding leads. A student can speak to any member of staff. Safeguarding concerns follow the Child Protection and Safeguarding Policy and may be raised through attendance@magnumopustraining.com or +44 7943 162376. Ordinary service complaints may be made through office@magnumopustraining.com, with staff help if the student wants it.

The induction pack, video and daily briefing explain first aid and emergency arrangements. Staff do not administer medication under current arrangements. A student with an emergency health need must have an agreed safe plan before attendance. Staff explain activity-specific rules immediately before the student takes part in boxing, go-karting or another activity with additional risks. Go-kart refuelling is carried out by authorised adults, away from students. Information is repeated when needed and staff check that the student knows how to ask for a break or help.

**Information for families and adult students**

The induction pack is given to the student and to the parent or carer of a child. For a student aged 18 to 25, the pack goes to the student first and is shared with a parent only with the student's agreement or another lawful authority. The Inclusion and Provision Manager checks preferred communication arrangements at the start of the placement.

The Inclusion and Provision Manager gives the student and, where appropriate, their parent or carer and commissioner a named contact and an explanation of the provision, daily times, attendance reporting, support arrangements and how to raise a concern. Information about an adult student is shared with a parent only with the student's authority or another lawful basis. For a child, staff consider the child's understanding, wishes, best interests and the parent's role when deciding what personal information to share.

**Learning, recording and review**

The student's EHCP and agreed referral outcomes guide the provision. Staff use these, alongside what the student tells them, to set a suitable starting point and support approach. Teaching and support staff record daily learning, engagement, support and relevant progress in LearnTrek. The Academy Lead checks that the student understands the intended outcomes in an accessible way and that the commissioner has the information needed to review the placement.

The Academy Lead records completion of the visit, induction video, pack, safety and safeguarding information, any reasonable adjustments, and any points still to revisit in LearnTrek. Supporting induction records are stored in the secure cloud drive. There is no automatic early review solely because induction has finished. The Academy Lead raises a prompt review with the Headteacher and commissioner if a concern arises about safety, attendance, support, progress or suitability. Otherwise, the placement is reviewed through its agreed commissioner review cycle. If the student is distressed, cannot access part of the induction or identifies a concern, the Academy Lead adapts the process and records the action. The Headteacher reviews this policy at least annually and when practice or guidance changes.