



BRIGHTFIELD

— A C A D E M Y —

Inclusion. Choice. Growth.



Staff Induction Procedure



Welcoming. Equipping. Supporting.
Ensuring every team member is prepared
to make a positive difference.



Inclusion.



Choice.



Growth.

Last Update:
June 2026



Staff Induction Procedure

BRIGHTFIELD ACADEMY **Staff Induction Procedure**

Version: 1.0

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1. Purpose

Brightfield Academy is committed to ensuring that every new employee, volunteer, contractor and regular visitor receives a comprehensive induction that enables them to work safely, confidently and effectively.

A structured induction helps new staff understand their responsibilities, become familiar with Academy procedures and culture, and ensures that learners receive consistent, high-quality support from their first day.

This procedure forms part of Brightfield Academy's commitment to safeguarding, safer recruitment, quality assurance and continuous professional development.

2. Scope

This procedure applies to:

- Permanent employees
- Temporary staff
- Agency workers
- Volunteers
- Student placements

- Contractors who work regularly with learners
- Directors undertaking operational duties

The level of induction provided will reflect the individual's role and responsibilities.

3. Aims of Induction

The aims of induction are to:

- Welcome new staff into Brightfield Academy.
- Introduce our vision, values and ethos.
- Ensure safeguarding responsibilities are fully understood.
- Familiarise staff with Academy policies and procedures.
- Explain health and safety arrangements.
- Clarify individual roles and responsibilities.
- Introduce colleagues and key contacts.
- Promote confidence and wellbeing.
- Support consistent professional practice.
- Ensure compliance with statutory and regulatory requirements.

4. Roles and Responsibilities

Directors

The Directors are responsible for ensuring that effective induction arrangements are in place and monitored.

They will ensure sufficient time and resources are allocated to support new staff.

Line Manager

The Line Manager (or designated mentor) is responsible for coordinating the induction programme.

Responsibilities include:

- Planning the induction timetable.
- Providing appropriate supervision.
- Arranging mandatory training.
- Monitoring progress.
- Holding review meetings.
- Completing induction records.

New Employee

All new staff are expected to:

- Attend induction sessions.
- Read required policies.
- Complete mandatory training.
- Ask questions where clarification is needed.
- Follow Academy procedures.
- Demonstrate professional conduct at all times.

5. Induction Timeline

Before the First Day

The following should be completed wherever possible before employment begins:

- Employment checks completed.
- Identity verified.
- Right to Work confirmed.
- DBS clearance received (or appropriate risk assessment completed).
- References received.
- Contract issued.
- Payroll information completed.
- IT accounts created where appropriate.
- Email account established.
- Equipment prepared.
- Induction timetable produced.

First Day

The first day should include:

- Welcome meeting.
- Tour of the premises.
- Introduction to colleagues.
- Fire evacuation procedures.
- First Aid arrangements.
- Safeguarding briefing.
- Health and Safety briefing.
- ICT systems overview.
- Issue of keys, access cards or equipment where appropriate.
- Review of timetable and responsibilities.

First Week

During the first week, staff should:

- Complete mandatory reading.
- Complete safeguarding induction.
- Read key policies.
- Observe experienced colleagues where appropriate.
- Meet with their Line Manager.
- Begin role-specific training.

First Month

By the end of the first month, staff should:

- Have completed all mandatory induction training.
- Demonstrate understanding of safeguarding procedures.
- Understand Academy routines.
- Know emergency procedures.
- Be confident in reporting concerns.
- Receive their first supervision meeting.

Three-Month Review

The induction programme should conclude with a formal review meeting to discuss:

- Progress.
- Confidence.
- Training needs.
- Performance.
- Wellbeing.
- Professional development.

Successful completion should be recorded on the employee's induction record.

6. Mandatory Induction Programme

Every new member of staff must complete an induction programme appropriate to their role before working independently with learners.

The programme will normally include:

Introduction to Brightfield Academy

New staff will receive an introduction to:

- Brightfield Academy's vision, mission and values.
- The Academy's ethos of *Inclusion. Choice. Growth.*
- Organisational structure.
- Roles and responsibilities.
- Expectations of professional conduct.
- Learner profile and educational offer.

Familiarisation with the Site

Staff will be shown:

- Teaching areas.
- Outdoor learning environments.
- Toilets and welfare facilities.
- Staff areas.
- First Aid locations.
- Fire exits and assembly points.
- Accident reporting arrangements.
- Security procedures.
- Visitor arrangements.
- Emergency equipment.

ICT and Information Systems

Where appropriate, staff will receive instruction regarding:

- Academy email accounts.
- Password requirements.
- Data protection responsibilities.
- Secure storage of information.
- Electronic record keeping.
- Acceptable use of Academy equipment.
- Cyber security awareness.

Policies and Procedures

All staff must read and understand the Academy's key policies before working independently. These include, but are not limited to:

- Child Protection & Safeguarding Policy
- Staff Code of Conduct
- Behaviour Support Policy
- Health & Safety Policy
- Data Protection Policy
- Confidentiality Policy
- Privacy Policy & Privacy Notices
- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy
- Drugs, Alcohol & Substance Misuse Policy
- Accident, Incident & Near Miss Reporting Procedure
- Fire Safety Procedure
- Business Continuity Plan
- Staff Handbook

Completion of mandatory reading will be recorded on the Staff Induction Record.

7. Safeguarding Induction

Safeguarding forms the highest priority within Brightfield Academy.

Before working unsupervised with learners, all staff must receive safeguarding induction appropriate to their role. This will include:

- Understanding safeguarding responsibilities.
- Recognising signs of abuse and neglect.
- Child-on-child abuse.
- Online safety.
- Prevent Duty.
- Radicalisation.
- Professional curiosity.
- Information sharing.
- Early Help.
- Local safeguarding arrangements.
- Whistleblowing.
- Managing allegations.
- Staff Code of Conduct.
- Appropriate professional boundaries.

Staff will also be introduced to:

- The Designated Safeguarding Lead (DSL).
- Deputy Designated Safeguarding Leads.
- Reporting procedures.
- Recording systems.
- Emergency safeguarding procedures.

All safeguarding training will be recorded.

8. Health & Safety Induction

Every member of staff will receive instruction regarding safe working practices before undertaking their duties. This will include:

- Fire evacuation procedures.
- Accident reporting.
- Near miss reporting.
- First Aid arrangements.
- Lone working procedures.
- Risk assessments.
- Educational visits.
- Outdoor learning safety.
- Manual handling where appropriate.
- COSHH awareness where appropriate.
- Personal protective equipment.
- Site security.
- Vehicle movements.
- Emergency contacts.

Where staff undertake specialist activities, additional training will be provided before those activities commence.

9. Mandatory Training

All staff are expected to complete mandatory training within agreed timescales. Mandatory training may include:

- Safeguarding
- Prevent Duty
- Online Safety
- Health & Safety
- Fire Safety
- First Aid (where appropriate)
- Data Protection
- Information Security
- Equality, Diversity & Inclusion
- Behaviour Support
- Positive Handling (where applicable)
- SEND awareness
- Trauma-Informed Practice
- Mental Health Awareness

Additional role-specific training will be identified through supervision and appraisal. Training records will be maintained centrally by the Academy.

10. Professional Standards

All staff are expected to demonstrate professional behaviour from the outset of their employment. Staff should:

- Act in the best interests of learners.
- Maintain appropriate professional boundaries.
- Treat everyone with dignity and respect.
- Promote inclusion and equality.
- Model positive behaviour.
- Follow Academy policies.
- Protect confidential information.
- Report concerns promptly.
- Maintain high standards of attendance and punctuality.
- Dress appropriately for their role.
- Represent Brightfield Academy professionally at all times.

Failure to meet these standards may result in additional supervision, support or formal management action where appropriate.

11. Probation, Supervision and Ongoing Support

Brightfield Academy recognises that induction continues beyond the first few weeks of employment. New staff require appropriate support, guidance and opportunities to reflect on their practice as they become established within their role.

Where a probationary period applies, it will normally be managed in accordance with the employee's contract of employment. During the probationary period, staff will receive:

- Regular informal support from their Line Manager or designated mentor.
- Scheduled supervision meetings.
- Constructive feedback on performance.
- Opportunities to discuss challenges or concerns.
- Guidance on Academy policies and procedures.
- Additional coaching or training where required.

Formal review meetings will normally take place during the probationary period to discuss:

- Progress against role expectations.
- Quality of practice.
- Safeguarding awareness.
- Attendance and punctuality.
- Relationships with learners, families and colleagues.
- Professional conduct.
- Training completed.
- Areas for further development.

Where concerns are identified, appropriate support and an improvement plan will be agreed wherever possible.

Successful completion of probation should be confirmed in writing.

12. Induction Review

At the conclusion of the induction programme, the Line Manager will complete a formal review with the new member of staff.

The review will consider:

- Completion of all induction activities.
- Understanding of safeguarding responsibilities.
- Confidence in carrying out the role.
- Understanding of Academy expectations.
- Professional conduct.
- Any outstanding training requirements.
- Feedback on the induction programme.
- Future professional development needs.

The induction record will then be signed by both the employee and Line Manager and retained within the employee's personnel file.

13. Record Keeping

Brightfield Academy will maintain appropriate records to demonstrate that induction has been completed.

These records may include:

- Staff Induction Checklist.
- Mandatory Reading Record.
- Training certificates.
- Safeguarding induction record.
- Health and Safety induction record.
- ICT induction record.
- Probation review notes.
- Supervision records.
- Induction Review Form.

Records will be stored securely in accordance with the Academy's Data Protection Policy, Confidentiality Policy and Privacy Policy.

Continuous Professional Development

Induction marks the beginning of each employee's professional development journey.

Brightfield Academy is committed to supporting staff through:

- Annual appraisal.
- Continuing Professional Development (CPD).
- Professional supervision.
- Mandatory refresher training.
- Peer observation.
- Coaching and mentoring.
- Professional qualifications where appropriate.
- Opportunities to contribute to quality improvement and organisational development.



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APPENDIX A STAFF INDUCTION CHECKLIST

1 BEFORE EMPLOYMENT BEGINS	Completed	N/A	Date	Initials
Identity verified	☐	☐		
Right to Work confirmed	☐	☐		
References received	☐	☐		
DBS clearance completed	☐	☐		
Contract issued	☐	☐		
Payroll information completed	☐	☐		
IT accounts created	☐	☐		
Equipment prepared	☐	☐		
Induction timetable issued	☐	☐		

2 FIRST DAY	Completed	N/A	Date	Initials
Welcome meeting	☐	☐		
Tour of premises	☐	☐		
Meet colleagues	☐	☐		
Fire procedures explained	☐	☐		
First Aid arrangements explained	☐	☐		
Safeguarding briefing completed	☐	☐		
Health & Safety briefing completed	☐	☐		
ICT access provided	☐	☐		
Equipment issued	☐	☐		

3 FIRST WEEK	Completed	N/A	Date	Initials
Mandatory policies read	☐	☐		
Safeguarding induction completed	☐	☐		
Health & Safety induction completed	☐	☐		
Data Protection briefing completed	☐	☐		
Role-specific training commenced	☐	☐		
Line Manager meeting completed	☐	☐		

4 FIRST MONTH	Completed	N/A	Date	Initials
Mandatory training completed	☐	☐		
Supervision meeting completed	☐	☐		
Role competencies reviewed	☐	☐		
Additional support identified if required	☐	☐		

5 THREE-MONTH REVIEW	Completed	N/A	Date	Initials
Formal induction review completed	☐	☐		
Probation review completed (where applicable)	☐	☐		
Training plan agreed	☐	☐		
Induction signed off	☐	☐		



Thank you for being part of
Brightfield Academy and for helping
us create a safe, supportive and
inspiring place to learn and grow.



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APPENDIX B INDUCTION INFORMATION RESOURCE PACK

1 KEY POLICIES & PROCEDURES

All staff must read and understand the following key policies.
Full copies are available on the Staff Drive and in the Staff Handbook.

- Child Protection & Safeguarding Policy
- Staff Code of Conduct
- Behaviour Support Policy
- Health & Safety Policy
- Data Protection Policy
- Privacy Policy & Privacy Notices
- Confidentiality Policy
- Equality, Diversity & Inclusion Policy
- Whistleblowing Policy
- Drugs, Alcohol & Substance Misuse Policy
- Accident, Incident & Near Miss Reporting Procedure
- Fire Safety Procedure
- Business Continuity Plan
- Staff Handbook



If you are unsure about any policy or procedure,
please speak to your Line Manager or a Director.

3 USEFUL DEFINITIONS



Safeguarding

Actions we take to promote the welfare of children and protect them from harm.



Inclusion

Ensuring all learners feel valued, respected and able to participate fully in Academy life.



Neurodiversity

Recognising and respecting that everyone's brain works differently and that differences are not deficits.



Trauma-Informed Practice

Understanding the impact of trauma and creating environments that support safety, trust and connection.



Early Help

Providing support as early as possible to prevent concerns from escalating.

5 WELLBEING & SUPPORT

We care about our staff as much as our learners.

If you are feeling overwhelmed, stressed or need someone to talk to, support is available.

- ✓ Speak to your Line Manager
- ✓ Speak to a Director
- ✓ Access our Employee Assistance Programme (details on Staff Drive)
- ✓ Take time for yourself – wellbeing matters
- ✓ Look out for your colleagues and ask if they are OK



You can't pour from an empty cup.
Look after yourself so you can look after others.

2 SUGGESTED FURTHER READING

The following resources will help you deepen your understanding and support your professional development.



The Trauma-Informed School – Jim Sporleder



Nurture: The Power of Relationships in Education – Daniel Hughes



Attachment Aware Schools – Attachment & Trauma Network



The Boy, the Mole, the Fox and the Horse – Charlie Mackesy (wellbeing & mindfulness)



Creating a Trauma-Informed Culture in Schools – Jennings & Greenberg



Neurodiversity-Affirming Schools – McCann & Turner



Building a Culture of Safeguarding – Whole School Safeguarding



Teach Like a Champion – Doug Lemov



The Dyslexia-Friendly Classroom – Gavin Reid



Understanding and Supporting SEMH Needs in Schools – Anna Bateman



Continued learning helps us to grow.
Never stop being curious.

4 KEY CONTACTS



Designated Safeguarding Lead (DSL)



Deputy Designated Safeguarding Lead (DDSL)



Health & Safety Lead



First Aid Lead



Senior Leadership Team



Whistleblowing Lead



Don't know who to speak to?
Any member of staff will help you get to the right person.



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This record supports Brightfield Academy in ensuring all mandatory and role-specific training is completed in line with statutory requirements and our quality assurance systems.
All training must be up to date before working independently with learners.

1 EMPLOYEE DETAILS

Full Name: _____ Job Title: _____
Start Date: _____ Line Manager: _____
Induction Completed By: _____ Date Completed: _____

2 MANDATORY TRAINING

Training Course	Provider / Trainer	Date Completed	Renewal Due	Certificate Held (✓)	Notes
Safeguarding & Child Protection					
Prevent Duty					
Online Safety					
Health & Safety					
Fire Safety					
First Aid (Appropriate to Role)					
Data Protection					
Information Security					
Equality, Diversity & Inclusion					
Behaviour Support					
Positive Handling (Where Applicable)					
SEND Awareness					
Trauma-Informed Practice					
Mental Health Awareness					
Other (please specify)					

3 ROLE-SPECIFIC TRAINING

Training Course	Provider / Trainer	Date Completed	Renewal Due	Notes

4 DECLARATION

I confirm that I have completed the training listed above and understand my responsibilities in applying this learning in my role.

Employee Signature: _____ Date: _____

Line Manager Signature: _____ Date: _____



Keeping our training up to date keeps our learners safe and helps us grow together.

5 TRAINING KEY



Renewal Due: Please check expiry dates regularly and ensure refresher training is booked in advance.



Evidence: Certificates must be retained on the Staff Drive and in your personnel file.



Need Support? Speak to your Line Manager for guidance and course bookings.

KEY CONTACT FOR TRAINING

Training Lead: _____ _____

Line Manager: _____ _____

HR / Administration: _____ _____





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APPENDIX D THREE-MONTH INDUCTION REVIEW FORM



This review marks the successful completion of the induction period and helps us to reflect, learn and plan for continued professional development.

Please complete this form at the three-month review meeting.

1 EMPLOYEE DETAILS

Full Name: _____ Department / Base: _____
Job Title: _____ Line Manager: _____
Start Date: _____ Review Date: _____

2 INDUCTION COMPLETION CHECKLIST

	YES	PARTIALLY	NO	COMMENTS
All induction activities and training completed	☐	☐	☐	_____
Understands safeguarding responsibilities	☐	☐	☐	_____
Understands key policies and procedures	☐	☐	☐	_____
Knows how to report concerns	☐	☐	☐	_____
Understands health & safety arrangements	☐	☐	☐	_____
Confident in carrying out main duties	☐	☐	☐	_____
Understands expectations and standards	☐	☐	☐	_____
Positive relationships with learners and colleagues	☐	☐	☐	_____
IT systems and resources understood	☐	☐	☐	_____
All mandatory training completed	☐	☐	☐	_____

3 REVIEW SUMMARY

What are the employee's key strengths?

What areas have developed well?

What areas require further development or support?

Any additional comments:



We are committed to supporting every member of staff to thrive, grow and make a positive difference to the lives of our learners.

4 DEVELOPMENT PLAN

Objectives / Targets for the next 9 months:

1. _____
2. _____
3. _____

Training / Development Needs Identified:

- _____
- _____
- _____

Support Required:

Next Review Date (if applicable): _____

5 SIGNATURES

Employee Signature: _____ Line Manager Signature: _____

Date: _____ Date: _____



Thank you for your commitment to Brightfield Academy and for helping us achieve Inclusion. Choice. Growth.

USEFUL CONTACTS

Designated Safeguarding Lead (DSL)	Deputy Designated Safeguarding Lead (DDSL)	Health & Safety Lead	HR / Administration	First Aid Lead	Training Lead
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



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Thank you for being part of the Brightfield family.