**MILC Staff Induction Policy**

# Rationale:

New staff to MILC require timely and accurate information about the requirements of their position. All new employees require an initial induction session, plus a mentor to support this new employee during the initial period of employment. Requirements of induction are varied, and must be modified to suit the individual requirements of their role.

**Scope:** this policy applies to induction of Teaching and student Support Staff, including those from Independent Providers

**Definitions**

*Induction* refers to the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements in the workplace.

*Initial employment process* refers to the selection, interviewing and notification of the successful applicant to a position. The initial employment process also includes the signing of contracts and offers of employment and other association human resources management paperwork.

*Mentor* refers to an experienced member of staff who agrees to support and guide the new employee in the initial stages of the inductee’s employment.

# Aims:

The induction process at MILC aims to ensure a smooth transition for all new employees into the MILC community. Application of the induction process aims to ensure the inductee feels supported and guided to an appropriate level.

Induction is underpinned by the following aims;

1. To minimise the time delay between interview and successful appointment, and formalised contract and induction procedures
2. To continue to implement a whole-School Boarding premises approach to behaviour management by staff
3. To develop and foster a positive working culture across MILC

Implementation Responsibilities

**The Managing Director**

* + Has overall responsibility for the implementation of this policy and the allocated procedures.
  + Will ensure that the appointed mentor uphold their duties
  + Will liaise with inductees and mentors if issues arise
  + Will provide an Induction Pack to all staff, with specific considerations for each role
  + Induction pack will include:
    - Relevant information
    - Staff Handbook location
    - Occupational Health and Safety information and referral to online compliance training.
  + Ensure Induction process is completed in a timely fashion

The induction checklist will be completed and filed in the Staff Personnel file.

Reviewed May 2024

Next Review May 2026