



TREE OF LIFE – INDUCTION POLICY

1. Purpose of the Induction Policy

This induction policy outlines the structure and expectations of onboarding at Tree of Life Alternative Provision. It ensures all new staff receive a thorough introduction to safeguarding procedures, therapeutic practices, health and safety requirements, and operational expectations.

2. Scope

This policy applies to all new employees, including permanent, temporary, agency, volunteers, students, and therapeutic practitioners.

3. Legal and Statutory Framework

This induction policy aligns with key legislation and statutory guidance including:

- Children Act 1989 & 2004
- Keeping Children Safe in Education (KCSIE) 2024/2025/26
- Working Together to Safeguard Children 2023/2024/2025/26
- Education Act 2002
- Prevent Duty (Counter-Terrorism & Security Act 2015)
- Data Protection Act 2018 & UK GDPR
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Safer Working Practice Guidance
- Alternative Provision statutory guidelines

4. Responsibilities

Line Managers must ensure the full induction is completed and documented.

New Staff must engage with the induction process and complete all mandatory training.

The DSL must deliver safeguarding induction and ensure awareness of reporting procedures.

5. Induction Timeline

- Pre-start checks
- Day 1 site tour, introductions, and safeguarding briefing
- Week 1 essential training and policy review
- Weeks 2–4 role development, supervision, and assessments
- Probation review meetings at required intervals

6. Mandatory Policies to Be Read

- Safeguarding & Child Protection
- Whistleblowing
- Behaviour & De-escalation
- Anti-Bullying
- Online Safety
- Attendance & CME
- Data Protection & GDPR
- Complaints Procedure
- Health & Safety
- Lone Working
- Equality, Diversity & Inclusion

7. Safeguarding Contacts

Designated Safeguarding Lead (DSL): Tracy Chapman-Ward

Deputy DSL(s): Catherin Widdrington & Chloe Hayes

Local Authority MASH: EHASH@ROCHDALE.GOV.UK

LADO: Louise hurst

Prevent Team: 01618566345

Emergency out of hour contact (4:45pm-8:00am , or weekends) 0300 303 8875

8. Staff Induction Checklist

- Received induction pack
- Overview of role and responsibilities
- Safeguarding induction with DSL
- Health & Safety briefing completed
- Fire evacuation overview
- Completed mandatory training modules
- Read and signed all policies
- Shadowing completed
- Systems access provided (email, logs, reporting tools)
- Supervision schedule explained

9. Manager Induction Checklist

- DBS and recruitment checks completed
- Induction pack issued
- Policies provided and explained
- Site tour completed
- Role expectations discussed
- Training assigned
- Safeguarding briefing delivered
- Probation meetings scheduled
- Documentation stored appropriately

10. Induction Completion Sign-Off

Staff Member Name: _____

Tree of Life Educational & Therapeutic Ltd

Signature: _____ Date: _____

Line Manager Name: _____

Signature: _____ Date: _____