Staff Induction Policy

Last approved: December 2025
Next review December2026
Applies to: All staff, freelancers, contractors, and volunteers

Introduction

The purpose of this Induction Policy is to ensure that all new team members joining Teach Outdoors receive a comprehensive, structured, and safe introduction to our organisation, safeguarding responsibilities, policies, expectations, and operational procedures.

Teach Outdoors is committed to high standards of safeguarding, professional practice, wellbeing, quality of provision, and compliance. Our induction process supports this by ensuring all new staff understand:

- Their responsibilities for safeguarding and child protection
- Professional expectations and conduct standards
- Operational procedures that keep children, young people (CYP), and staff safe
- Administrative and compliance duties required for regulated activity
- The values, ethos, and principles of Teach Outdoors

This policy sits alongside all Teach Outdoors policies in particular the Safer Recruitment Policy, Safeguarding Policy, Staff Code of Conduct, and Staff Handbook.

Scope

This policy applies to:

- All employed staff
- Freelance workers
- Volunteers
- Contractors involved in regulated activity

All individuals must complete the full induction programme.

Legal and Statutory Framework

This policy is underpinned by:

- *Keeping Children Safe in Education*
- The Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- The Prevent Duty (2015)
- The Education Act (2002)
- GDPR/Data Protection Act (2018)

- Teach Outdoors Safer Recruitment Policy
- Teach Outdoors Safeguarding Policy and Procedures

Teach Outdoors has a legal obligation to ensure every individual is safe, competent, and fully informed prior to beginning their role.

Aims of the Induction Programme

The induction programme aims to ensure that all new team members:

1. **Understand safeguarding responsibilities** and know how to report concerns or disclosures immediately to the DSL/Deputy DSL.
2. Are aware of Teach Outdoors' ethos, values, and mission to support CYP through outdoor, relational, trauma-informed practice.
3. Understand expectations for professional conduct, boundaries, behaviour management, confidentiality, and data protection..
4. Understand the administrative, operational, and reporting processes required to carry out their role safely and effectively.
5. Complete all safer recruitment requirements.
6. Understand their responsibilities regarding health, safety, risk assessments, and lone working expectations.
7. Are confident in using Teach Outdoors systems including Evidence Me, shared drives, email, and communication procedures.

Responsibilities

Directors / Senior Leadership (DSL/DDSL)

Responsible for ensuring:

- All staff complete induction.
- Mandatory safeguarding and Prevent training is completed.
- All pre-employment checks are complete (DBS, references, right to work).
- The Single Central Record (SCR) is updated.
- Supervision and support are provided from day one.
- Support new team members through the induction checklist.
- Verify understanding of policies and procedures.
- Provide reflective supervision and address early training needs.

New Staff Members

- Engage fully with the induction programme.
- Complete all mandatory training, and documentation.

- Read all required policies and confirm understanding.
- Ask for clarification when unsure.
- Uphold all safeguarding duties and professional conduct standards.

Induction Stages

The induction programme consists of **eight structured stages**..

Stage 1 — Pre-Employment Checks

Before starting any work:

- Right to Work evidence verified
- Self-disclosure reviewed
- Two references returned and verified
- Enhanced DBS certificate checked and logged
- Identity documents verified
- DBS Update Service registration completed (required annually)
- Qualification evidence reviewed
- Overseas checks (if required)
- Prohibition/Section 128 checks completed (if applicable)

These checks comply with the Safer Recruitment Policy

Stage 2 — Welcome & Orientation

New staff receive:

- Introduction to Teach Outdoors values, ethos and approach (Handbook)
- Overview of alternative provision and the CYP we support
- Introduction to the wider team (DSL, Deputy DSL, admin, leadership)
- Explanation of mission, outcomes, roles and responsibilities
- Overview of reflective practice and supervision structure.

Stage 3 — Mandatory Policies to Read and Acknowledge

Staff must read, understand, and confirm they have read all policies including:

- Safeguarding & Child Protection Policy and Procedures
- Staff Code of Conduct
- Safer Recruitment Policy
- Behaviour Policy
- Lone Worker Policy

- Confidentiality & Data Protection guidance
- Attendance & sickness reporting procedures (8am rule)
- Health & Safety Policy
- Whistleblowing policy (how and when to escalate concerns)

Stage 4 — Mandatory Training

All staff must complete, where relevant:

- Safeguarding Training (annual requirement)
- Prevent Duty Training (3-year cycle)
- KCSIE Part 1 reading and acknowledgement (statutory)
- First Aid training
- Orientation training (Handbook)

Additional specialist training (e.g., physical intervention) is required for staff authorised to use restrictive physical intervention, as per Code of Conduct

Stage 5 — Operational Training

Staff receive instruction in:

- Planning expectations & templates
- Leuven Scales (if applicable)
- Risk assessment procedures (Handbook)
- Incident/near-miss reporting
- Behaviour/restorative approaches
- Reporting safeguarding concerns immediately to DSL/DDSL
- Proper use of Teach Outdoors devices (no personal device use)

Stage 6 — Systems Access

- Teach Outdoors email created
- Access to shared Google Drive granted (templates, policies)
- Evidence Me login set up
- Online Training & Curriculum Platform access provided
- Confidentiality and secure data storage expectations explained

Stage 7 — Support & Supervision

Every staff member receives:

- Scheduled supervision meetings

- Access to additional support on request
- Ongoing reflective practice
- Performance expectations based on Code of Conduct and Handbook
- Clear escalation routes for safeguarding and operational concerns

Stage 8 — Completion & Sign-Off

Induction is complete when:

- All policies have been read and acknowledged
- All compliance checks are satisfied
- All mandatory training is completed
- Operational systems training is complete
- The induction checklist (RAG-rated) is completed

7. Record Keeping

Teach Outdoors will retain:

- Completed induction checklist
- Signed policy declarations
- Training certificates
- Copies of all pre-employment documentation

These records are stored securely, in line with the Staff Handbook and Data Protection Policy

8. Monitoring and Review

This policy is reviewed annually or sooner if:

- Legislation changes
- Safeguarding/KCSIE updates occur
- Practice evaluations indicate improvements are needed

The induction process is monitored for consistency and quality by Jo Clanfield Teach Outdoors Directors.