


Version:1.1	Status:LIVE
Date: January 2023	Next Review: January 2024

V1.0	January 2022	AE	New Trustwide policy created in consultation with the JCNC.
V1.1	January 2023	AE	Policy review against Browne Jacobson's model policy and in consultation with the JCNC New format front page Addition of point 6.3.6, addition to point 8.1.1 and addition of Section 12 Completion of probation period.

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## 6. Prior to starting induction

- 6.1. We will follow our Safer Recruitment Policy in the recruitment of an ECT, including carrying out all relevant pre-employment checks and that the ECT has been awarded QTS. The ECT should provide evidence that they have QTS and are eligible to start induction.
- 6.2. We will identify and agree an organisation to act as the appropriate body in accordance with the guidance and will notify them of the appointment of the ECT. The appropriate body, who has the main quality assurance role within the induction process, will determine a start date for induction which will be agreed with the ECT in advance. The appropriate body will





## 9. Leaving or joining part way through induction

- 9.1. If an ECT joining the Academy part way through their induction period and has carried out part of their induction at another institution, the Principal will contact the ECT's previous appropriate body to:
  - 9.1.1. Obtain copies of any progress review records or assessment reports
  - 9.1.2. Establish how much induction time remains to be served
- 9.2. If, as a result of 9.1 above, it is established that any concerns have been raised about the ECT's progress by previous employer(s), the Principal will alert the appropriate body of this Academy.
- 9.3. If an ECT is due to leave a post with us after completing one (0)-3e69 to









Privacy Notice], our [Retention and Destruction Policy] and in line with the requirements of Data Protection Legislation.

## 17. LwLAT Wellbeing Statement

- 17.1. The Trust will always put the effective education of our children at the heart of any decision that we make. In doing so, we recognise that the requirements set out here to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

## 18. Review of this policy

- 18.1. This policy is reviewed annually by the Trust Board in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.