

# MY OASIS

Therapeutic Alternative Provision

## Induction Policy 2024/2025

Date of Last review: June 2024

Date of Next review: June 2025



CHARLOTTE LOWE  
PSYCHOLOGICAL SERVICES LTD



[www.charlottelowepsychologicalservices.co.uk](http://www.charlottelowepsychologicalservices.co.uk)

[www.my-oasis.uk](http://www.my-oasis.uk)

# Statement of intent

This policy applies to all employees, volunteers, university students and governors who will all receive a tailored induction programme when they carry out any work with us at My Oasis. This will be to introduce individuals to appropriate information, training, observations and/or shadowing sessions as well as any resources relevant to their role as appropriate.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first few weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the Therapeutic Alternative Provision (TAP) as a whole, provide the foundation for a successful and safe contribution to the provision.

The Induction Programme is designed to help new employees and volunteers become familiar with the requirements of their position and learn about the TAP's culture, ethos, priorities and aims. We want staff to become knowledgeable and confident as quickly as possible, to ensure they practice efficiently within their roles.

Induction is an organic ongoing and evolving process that realistically can take weeks and/or months. The ethos of My Oasis is that together we share responsibility for our TAP's community, to ensure we can make a positive impact on the lives of those students referred to us. There is an expectation that new members joining the team will be proactive in asking for information and help – however big or small they consider this to be.

# The Induction Programme

The induction programme for new employees and volunteers is thorough and tailored to individual needs.

However, It should:

- Include a meeting with the Head of the Provision and/or Centre Manager.
- Provide information and training on the Therapeutic Alternative Provision's (TAP's) policies and procedures
  - A checklist of the policies and procedures is to be reviewed and understood. New employees will be signposted to the list of essential policies on the My Oasis website, and they will also be required to sign a document to ensure that these have been read once they have had the opportunity to do so.
- Provide Child Protection and all Safeguarding information, including identification of the Designated Safeguarding Lead (DSL), the Deputy DSL as well as the first aiders.
- Explain My Oasis's Staff Handbook and the Code of Conduct to ensure that all staff, volunteers, students and governors new to the TAP understand what is expected of them and how they can access the help and support available to them.
- Provide copies of essential documents relating to their role, for example curriculum documents or the mentoring booklet.
- Include a tour of the TAP premises, involving information about facilities, answering questions, and providing practical advice.
- Introduce the new employee to other staff members and their roles/responsibilities within the organisation.
- Introduce the new employee to the students they will be supporting.
- Provide details of work shadowing and include the assignment of a mentor where applicable.

- Provide guidance on health and safety procedures, which includes showing fire exits and discussing fire and lockdown procedures.
- Identify and address any specific training needs for each employee starting work with us at My Oasis. In addition, offer CPD Training where required to upskill staff around any particular areas of interest.
  - Provide a diary of meetings and a timetable for the school day.
- Enable the new employee to contribute to improving and developing the overall effectiveness of the TAP, listening to their views and any feedback provided as a 'new set of eyes'.
  - Contribute to the new employee's sense of job satisfaction and personal achievement.

If appropriate, new staff are also shown how to access My Oasis resources, class and set lists in order to assist their integration into the teaching environment.

Volunteers follow the same induction process as teaching staff, ensuring they are fully equipped with the necessary knowledge and resources.

Our induction programme is not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

All new employees and volunteers must sign to confirm they have received and understood their induction.

## Management and Organisation of Induction

### **Responsibility for Induction**

The Head of the Provision is responsible for the overall management and organisation of the induction of new staff, including, teachers, support staff, governors and volunteers. The head of provision and/or the centre manager is responsible for providing the induction and therefore should ensure that this is provided personally by them.

The person responsible for induction must:

- Ensure that any immediate needs are identified before staff members take the position where possible - putting reasonable adjustments in place where required.
- Ensure that the Induction Programme is provided, delivered and evaluated.
- Ensure all new staff are given the opportunity to ask any questions they might have.
- Ensure staff are aware of where to find the key policies, procedures and forms such as the Complaints and Compliments Policy and Procedure, the Behaviour Incident form, the Accident Book and the Safeguarding Reporting Form. In addition, information on student's academic data, including any Special Educational Needs and Disabilities students or vulnerable students displaying risky or challenging behaviours, will be provided to all staff, along with a copy of any Personal Learning Plans for Students they are teaching. Staff will be informed where they will be able to access relevant forms and/or their student files as hard copies within My Oasis.

Near the end of induction, the person responsible must also test and question the new staff members knowledge, for example by asking questions about what they would do in certain situations they might face, such as a student disclosing a safeguarding issue and/or a student asking if they can keep a safeguarding issue private. Staff must know how and where to report these situations, as well as how to respond and accurately record what has been said.