



OXFORD COLLEGE

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Date: 21 May 2025

STAFF INDUCTION POLICY

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1. INTRODUCTION

Oxford College Ltd is committed to the professional development and smooth integration of all new staff. A comprehensive induction programme ensures that new employees understand the college's ethos, policies, procedures, and expectations while equipping them with the resources and support necessary for success in their role.

2. PURPOSE

The objectives of this policy are to:

- Provide a structured approach to staff induction.
- Introduce new staff to the college's values, structure, and operations.
- Ensure understanding of role-specific responsibilities and compliance requirements.
- Facilitate integration into the team and foster a culture of collaboration and professionalism.

3. SCOPE

This policy applies to:

- All new employees regardless of employment type (full-time, part-time, temporary, freelance).
- Staff returning after extended leave or internal transfers.
- Academic, administrative, and support roles.

4. PRINCIPLES

The induction process at Oxford College Ltd is:

- Tailored to the individual's role and responsibilities.
- Delivered in a timely, consistent, and engaging manner.
- Aligned with quality assurance standards, regulatory expectations, and internal procedures.
- Designed to support employee wellbeing, professional development, and retention.

5. INDUCTION STAGES

5.1 Pre-Induction

- Offer letters and contracts are issued with relevant policies and onboarding documents.
- Access credentials for IT systems, email, and virtual learning environments are created.
- Workspaces and resources are arranged by the Facilities and IT teams.

5.2 Day One

- Welcome session with the Principal or line manager.
- Introduction to key policies including safeguarding, equality and diversity, and data protection.
- College tour (physical or virtual), health and safety briefing, and emergency protocols.
- Assignment of an Induction Mentor for academic or department-specific support.

5.3 Week One

- Role-specific training begins (e.g., curriculum tools, student management systems).
- Departmental orientation and introduction to team members.
- Clarification of role expectations, working hours, reporting lines, and performance metrics.
- Guidance on communication tools, administrative forms, and escalation protocols.

5.4 First Month

- Observations and shadowing (for academic staff).
- Performance objectives are agreed upon during a one-to-one with the line manager.
- Ongoing mentoring and informal feedback sessions.
- Introduction to the CPD framework and future development planning.

5.5 Probation Period

- New staff typically undergo a probationary period of three to six months.
- Formal reviews occur at midpoint and end of probation with documented feedback.
- Successful completion leads to full confirmation of employment.

6. RESPONSIBILITIES

Human Resources:

- Coordinates the induction process, ensures documents are signed, and records are stored.
- Tracks completion of training modules and policy acknowledgements.

Line Managers:

- Deliver department-specific induction.
- Monitor performance, engagement, and early development needs.

Induction Mentor:

- Provides informal support, answers operational questions, and helps the new hire acclimatise.

New Employees:

- Actively participate in all induction activities.
- Raise concerns or training needs early in the process.

7. DOCUMENTATION

- All new employees sign an Induction Checklist confirming policy awareness and training completion.
- Documents are stored securely in the employee's personnel file and reviewed as part of HR audits.

8. REVIEW AND EVALUATION

- Feedback is collected from new staff and line managers after induction.
- Adjustments are made based on evaluation data to improve future programmes.

- The HR Manager reviews this policy annually to ensure relevance and effectiveness.

Approved by:

Principal, Oxford College Ltd

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