

BSC-Young Learners

Seasonal Staff Induction Policy

Rationale

At BSC-Young Learners, we recognise the smooth and efficient induction of new seasonal staff is vital to the ethos of our schools and helps to ensure that young learners learn new skills and remain safe under the guidance of our trained season team members. BSC YL Central operate as a team offering support and encouragement whilst inducting each member of Centre Management at head office, Centre Management who in turn, continue this support and guidance to every non-member of Management whilst successfully inducted them to work (and carry on their time) at BSC-Young Learners centres.

Aims

- To provide a supportive and welcoming ethos for new team members
- To introduce new team members to the company and the schools working practices
- To familiarise new team members with the physical layout and resources within the school
- To provide new team members with information pertinent to their role within the company
- To provide training in dealing with COVID19, safeguarding and child protection, prevent, health & safety, first aid and fire and evacuation.

Pre-Induction

Once the new team member has undergone all recruitment checks (as in accordance with the [BSC YL Recruitment Procedures and Policy](#)) team members are encouraged to visit their area of work to become familiar with the course town and its surroundings. Contracts will always commence as the first day of inductions. (For all staff.)

1. At least one month before the official contract start date

All staff should be issued/sent with the latest versions of:

- A copy of the BSC YL Staff handbook
- A copy of the BSC YL Safeguarding and Child Protection Policy
- The latest BSC YL COVID19 Contingency plan for the centre/school
- The latest version of Keeping Children Safe in Education (Gov UK)

In addition to the above all Centre Management will receive:

- Access to applicable BSC-Young Learners policies and procedures

2. 1 week before contract start dates

All Staff should be sent the latest versions of:

- A copy of the applicable positional BSC YL Handbook
 - Centre Manager, Activity Manager, Academic Manager, Welfare Manager, Teacher, Activity Leader or Welfare Leader.
- A Welcome Email/Letter from the respective Line Manager of every role with instructions about attending inductions to include guidance on travel, timings and what to bring for the season

The Induction Period

The induction period refers to the training period all seasonal team members must undergo. This includes an orientation provided by the Line Manager, policies and procedures are delivered by BSC YL Central and all roles, responsibilities and expectations are covered during induction and within the Staff Handbook and Positional Handbook (that are sent out as elicited in the Pre-Induction section.)

Induction dates and duration:

- Management Team Members (Centre Manager, Activity Manager, Academic Manager, Welfare Manager) receive Induction Training at BSC YL Central.

To begin approximately 7 days before the centre opens (1st student arrivals.)

- Non-Management Team Members (Teachers, Activity Leaders and Welfare Leaders) receive onsite Inductions at the Residential Centre. – To begin at least 48 hours before the centre opens, (1st student arrivals.)

The dates, times and locations are to be confirmed and are subject to the ongoing COVID19 Pandemic.

Orientation

Orientation will cover all information regarding the day-to-day running of the centre, the physical surroundings of the centre, facilities, COVID19 procedures, the location of resources/documents and how to use them within the respective roles as well as who to go to for any information that is needed to carry out the responsibilities in the job description. All teams will go through their respective centre organograms to learn the complete staffing structure at the centre and within the wider BSC-Education organization.

Management Inductions and Orientations will be provided by the Operations Team at BSC YL Central with support from the HR Manager.

Non-Management Inductions and Orientations will be led by the Centre Managements respective Line Managers. The Centre Manager will oversee the below:

- **Academic Managers to induct the Teachers**
- **Activity Managers to induct the Activity Leaders**
- **Welfare Managers to induct the Welfare Managers**

****Where there is no such Line Manager at the centre then the team members will be inducted by the Centre Manager.***

Induction Checklist and Appendixes

Centre Management and Non-Management Inductions will be provided with continuous advice and support to include:

- Introduction to fellow team members
- School ethos (mission, vision and core values)
- Safeguarding and Prevent
- Local area and amenities
- Centre layout
- Covid19 procedures
- School security
- Daily routine and timetables
- Rota
- Location of resources
- Student management
- Computer log on, WI-FI, printing, photocopier and SharePoint
- Inducting students (Student registration and Welcome Procedure)
- Communication mediums for staff (email and phone)
- Emergency contact details and procedures

Team Members should contact their Line Manager if they feel uncertain or ill prepared if any of the above haven't been covered during inductions. The frequency of future meetings concerning the induction should be mutually agreed by all parties.

After being inducted on the above topics, upon completion team members will sign off BSC YL Induction checklists related to their position. This is found in:

- **Centre Management Induction (Appendix 1)**
- **Non-Management (Appendix 2)**

Policies and Procedures

The following policies and guidance will be covered during the induction period:

- Anti-bullying
- Student Disciplinary and 3 Strike Policy
- Complaints Procedure
- Curriculum (only for Academic Managers and Teachers)
- Centre Timetables
- IT and Social Media Use Policy
- First Aid, Accident and Medication
- Health and Safety (including Fire Safety)
- Covid19 Contingency Plan (Centre specific)
- Missing child procedure
- Lost Student Procedure
- Performance Management and Feedback
- Risk Assessment Handbook
- Safeguarding and Child Protection Policy
- The Prevent Duty
- Escalation Structure and Emergency Protocols
- Special Educational Needs and Disabilities (SEND)
- Staff Handbook
- Staff Relationships Policy
- Student Absence and Attendance Policy
- Grievance Procedure

Additional Training

During Pre-Inductions all staff are given the BSC YL Safeguarding and Childcare Protection Policy as well as Keeping Children Safe in Education (GovUK). On top of this Centre Management are provided with Level 3 – English UK Accreditation ‘Safeguarding Young Learners’ training and Non-Centre Management will receive Level 1 – English UK Accreditation ‘Safeguarding Young Learners’ training. All team members will also receive PREVENT training.

Recording

During the induction period, the new team members and their Line Managers will be responsible for completing and signing off all areas of the Induction checklist (see **Appendix 1** and **Appendix 2**)

Staff Induction Feedback

BSC YL Central will collect feedback on team members experiences of inductions as well as teams' overall experiences working with BSC-Young Learners. The views of every staff are actively sought at during staff meetings throughout their contracts as well as being able to elicit feedback to Line Managers daily and via the [BSC YL Staff Feedback Policy](#).