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| <b>Title</b>            | <b>Staff Induction and Training Procedure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Cross References</b> | <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education 2026</li> <li>• Working Together to Safeguard Children 2026</li> </ul> <p><b>Apricot Internal Policies:</b></p> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy</li> <li>• Safer Recruitment Policy</li> <li>• Online Safety Policy</li> <li>• Staff Code of Conduct</li> <li>• Data Protection and Privacy Policy</li> <li>• Staff Handbook</li> <li>• Quality Assurance and Improvement Policy</li> </ul> |
| <b>Date</b>             | <b>October 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### 1. Purpose

This procedure sets out Apricot Online's induction and initial training pathway after a new staff member has successfully completed the Safer Recruitment process and received an offer of work. It is designed to ensure consistency, safeguarding competence and confidence with Apricot's online systems before a new teacher works independently with students.

The exact pace may be adapted to the individual's role and prior experience, but staff must not be signed off for independent teaching until the required safeguarding, systems and role-specific competencies have been demonstrated.

### 2. Responsibility

The Operations Director has overall responsibility for the induction framework. Directors, the DSL/DDSL, Heads of Department (HODs) and other nominated staff deliver and sign off relevant elements. New staff are responsible for completing required training, reading policies and raising any areas where further support is needed.

### 3. Before the Start Date

- Set up and/or configure the employee's work laptop or approved device arrangements.
- Create Apricot email and required user accounts.
- Set up approved subscription/platform access appropriate to the role.
- Arrange delivery of equipment where required.
- Identify the person responsible for coordinating induction and HOD/role training.
- Plan and schedule the induction programme.
- Confirm that safer recruitment checks and any conditions of appointment have been completed or appropriately authorised.

#### 4. Week 1 - Company and Safeguarding Induction

- Welcome meeting with Directors and overview of Apricot Online's structure and remote operating model.
- Access to email, Google Workspace/Drive, subscriptions and key systems.
- Conditions of employment, absence reporting and relevant disciplinary/grievance arrangements.
- Staff Handbook and key organisational procedures.
- Safeguarding and child protection induction with the DSL, including Apricot's online safeguarding context and reporting routes.
- Keeping Children Safe in Education 2026 Part One to be read in full and acknowledged.
- Staff Code of Conduct, professional boundaries, mobile devices and social media.
- Online Safety Policy, data protection/confidentiality and secure home working.
- Other required company policies to be read and acknowledged.
- Introduction to the Head of Department and agreement of the role-specific training plan.

#### 5. Weeks 2-6 - Systems and Operational Training

Training will cover the systems used for the employee's role. For teaching staff this normally includes:

| Schoology                                  | Adobe Connect                    | PowerSchool                             | Google Workspace / Drive                       |
|--------------------------------------------|----------------------------------|-----------------------------------------|------------------------------------------------|
| Classroom and subscription pages           | Page configuration and pods      | Assignment list and scoresheet          | Accessing subject folders                      |
| Student assignments: locating and creating | Layouts and student permissions  | Editing assignments                     | Student folders                                |
| Welcome page and course information        | Uploading lessons/videos         | Average-score settings where applicable | Uploading resources                            |
| Global assignments                         | Recording lessons                | Accessing student information           | Sharing Google Docs                            |
| Attendance                                 | Audio checks                     | Running reports                         | Teacher information folders                    |
| Gradebook                                  | VEB/lesson links                 | Written reports                         | Subscription information                       |
| Sync/PowerSchool links                     | Accessing recordings             | Attendance/reporting processes          | Secure handling/storage of student information |
| Bulk edit and master courses               | Interactivity and shared content |                                         |                                                |
|                                            | End-of-lesson messages           |                                         |                                                |

#### 6. Weeks 7-9 - Shadowing and Supported Teaching

- New teacher shadows appropriate lessons with the HOD or experienced teacher.
- New teacher begins teaching established classes with HOD oversight/support.
- Practice includes lesson entry/exit, attendance, safeguarding awareness, platform controls, recordings, student communication and incident escalation.
- HOD provides feedback and identifies any further training needs.
- Teacher is signed off for the next stage only when the HOD is satisfied that required competencies are demonstrated.

## **7. Weeks 10-12 - Initial Independent Teaching**

- New teacher is allocated an initial 1:1 student or other suitable teaching responsibility.
- Teaching is monitored and feedback is provided.
- Safeguarding, attendance, reporting, quality of teaching and use of systems remain under review.
- Additional support or shadowing is arranged where required.

## **8. Weeks 13-18 - Consolidation and Weekly Review**

- New teacher meets with the HOD weekly during the consolidation period.
- Additional students/classes may be allocated progressively according to competence and capacity.
- Any remaining training needs are identified and actioned.
- Performance, safeguarding practice, student engagement, record keeping and system use are reviewed.
- Completion of the induction pathway is formally confirmed when the HOD/manager is satisfied that the member of staff can work independently.

## **9. Ongoing Training and Development**

- Regular safeguarding and child protection updates in line with current guidance and organisational need.
- Minimum organisational CPD expectations as set by Apricot, including individual and whole-staff development.
- Annual teacher conference, including whole-staff and departmental training where applicable.
- Teacher observations and performance/development meetings with the HOD in accordance with Apricot's quality arrangements.
- Additional training when systems, guidance, curriculum requirements or identified needs change.

## **10. Online Safeguarding Competencies**

Before independent teaching, staff must demonstrate that they understand:

- how to recognise and report safeguarding concerns in an online environment;
- how to respond to a disclosure and record concerns accurately;
- professional boundaries in email, messaging, social media and live lessons;
- lesson recording and screen-sharing expectations;
- how to respond to unauthorised access or third-party interference in a lesson;
- attendance and engagement as potential safeguarding indicators;
- secure handling of student information when working remotely;
- how to contact the DSL/DDSL urgently when necessary.

## **11. Induction Records and Sign-Off**

Completion of required induction activities, policy acknowledgements, training and competency sign-off will be recorded. Where an element is not applicable to a role, this should be noted rather than left blank. Outstanding actions must have an owner and target date.

## **12. Review and Extension**

The timescales in this procedure provide a structured framework rather than an automatic entitlement to progress. Induction may be shortened where competence is clearly evidenced or extended where additional support is required, provided mandatory safeguarding and role requirements are completed before independent duties. Any significant variation should be recorded by the responsible manager.

## **13. Procedure Review**

This procedure will be reviewed annually and when Apricot changes its systems, safeguarding requirements, training model or organisational structure.

### **Appendix 1 - Induction Sign-Off Checklist**

- Safer recruitment process complete/authorised.
- Equipment and accounts ready.
- Staff Handbook and required policies issued/read.
- KCSIE Part One read in full.
- Safeguarding/DSL induction complete.
- Staff Code of Conduct and online professional boundaries understood.
- Data protection and secure home-working expectations understood.
- Schoology training complete where applicable.
- Adobe Connect training complete where applicable.
- PowerSchool training complete where applicable.
- Google Workspace/Drive training complete where applicable.
- Shadowing completed.
- Supported teaching completed.
- Initial independent teaching reviewed.
- HOD/manager final sign-off completed.
- Further development needs recorded.

**Authorised by:** Jodie Phillips, Operations Director

Date: October 2026

Review Date: October 2027