



London Academy Safe Recruitment Policy and Induction Procedure

#We are the Future

Approved By:	Emily Olot
Position:	Director
signed:	
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London Academy Safe Recruitment Policy and Induction Procedure

Vision:



Mission Statement:

Empowering children with 21st-century skills.
Providing a happy, safe, and caring environment for all individuals.
Promoting learning through project-based and technology-based tools.
Delivering an exciting curriculum while fostering high self-esteem and respect.
Partnering with parents to develop children educationally, morally, spiritually, physically and socially.

Rationale:

The implementation of a safe recruitment policy at London Academy is crucial to safeguarding the well-being of our students and maintaining a secure learning environment. By adhering to stringent recruitment procedures and providing a structured induction process, we aim to ensure that all staff members are qualified, competent, and fully prepared to contribute positively to the educational experience of our students.

Aims:

1. **Promote Student Safety:** Ensure that all staff members undergo thorough background checks and screening processes to create a safe and secure environment for students at London Academy.
2. **Enhance Staff Competence:** Provide ongoing professional development opportunities and training sessions to equip staff with the necessary skills and knowledge to excel in their roles and positively impact the educational experience of students.
3. **Foster Inclusivity:** Implement recruitment practices that prioritise diversity and inclusivity, creating a welcoming and supportive school community where individuals from all backgrounds feel valued and respected.



4. Continuous Improvement: Regularly evaluate and update recruitment and induction procedures based on feedback and best practices to ensure efficiency, effectiveness, and alignment with the school's mission of delivering quality education in a safe and nurturing environment.

Equal Opportunities Policy at London Academy:

At London Academy, we are committed to ensuring that no job applicant or employee faces discrimination based on race, gender, religion, nationality, or disability. We actively monitor and review our practices to address any imbalances, ensuring that recruitment, selection, and progression opportunities are fair and equitable for all individuals within our organisation. Our ongoing commitment to this policy statement includes regular monitoring and necessary adjustments to promote a culture of equality and opportunity for all employees.

Safe Recruitment Policy for London Academy:

Identification of Recruiters:

To ensure safe recruitment practices, all staff involved in recruitment at London Academy will be required to complete an online safe recruitment certification, subject to the availability of training.

Inviting Applicants:

Advertisements for job posts, whether in newspapers, journals, or online platforms, will include a statement emphasising the school's commitment to safeguarding children and young people. All potential post holders will undergo a satisfactory enhanced DBS disclosure or a Police Check Record.

Advertising:

To promote equality of opportunity, all vacant positions at London Academy will be advertised widely to attract a diverse pool of candidates. External advertisements will be the norm, although internal postings may be considered in cases where qualified internal candidates exist or in situations of staff redundancy. Temporary positions will be advertised for long-term absences after utilising internal staff for short-term sick leave coverage.



The Interview Process for Safe Recruitment at London Academy:

The interview process at London Academy will ideally be conducted online but if possible face to face interviews will be offered. Candidates will be interviewed, where possible in two rounds. Initially, candidates will be interviewed by the potential line manager, followed by a second interview involving a member of the School Leadership Team and/or the school director.

For candidates applying for senior management roles, an additional interview by the Managing Director and or CEO will be required, in conjunction with the Head of School.

Ultimately, decisions concerning senior management positions subsequent to the interview process will be made by the director of the School in consultation with the Managing Director and CEO.

Collecting References at London Academy:

References will be directly requested from referees, preferably a former line manager. References or testimonials provided by candidates may be accepted directly from the referee. If necessary, referees will be contacted via telephone or email to clarify any discrepancies, and detailed records of these communications will be maintained.

In cases where additional clarification is needed, previous employers not listed as referees may be contacted, with detailed notes kept of such interactions. Referees will be asked specific questions concerning the candidate's teaching ability, teamwork skills, professional conduct, work attitude, influence on others, suitability for working with children, disciplinary history (including safeguarding-related warnings), and overall suitability for the position.

Selection Process at London Academy:

During the interview process Candidates will be expected to:

- Provide evidence of their ability to teach to a high standard.
- Demonstrate their capability to work effectively as part of a team.
- Exhibit a high level of professional conduct and a positive attitude.
- Address any gaps in employment history satisfactorily.



- Clarify any discrepancies or anomalies in the information provided to recruiters.
- Disclose any information likely to be revealed in a DBS disclosure/police check.
- Showcase their commitment to safeguarding and promoting the welfare of children and young people.

All necessary checks must be conducted before any appointments are finalised. In cases where checks are pending, staff members will be supervised until all required checks are successfully completed.

Record Retention and Data Protection Policy at London Academy:

London Academy will retain all interview notes on applicants for a period of 6 months, after which the notes will be securely destroyed (i.e., shredded). This 6-month retention period allows the school to address any data access requests, recruitment complaints, or respond to any issues raised at the employment tribunal.

The school is committed to maintaining the security of all data related to employees, agency workers, contractors, and other personnel in compliance with data protection regulations and GDPR policies.

Probation Period:

All newly appointed staff members at London Academy will undergo a 3 month probation period. The Head of School will issue a letter to each staff member indicating whether the probation period has been successfully completed. For middle management and senior management roles, the probation period may extend up to 6 months depending on the position.

Staff Handbook and Staff Code of Conduct:

In addition to signing work contracts, staff will be required to sign the internal regulations upon their arrival at London Academy before the start of the school year. These regulations outline work expectations and will be provided in English. The Internal Regulations will be updated annually, and staff must sign them at the beginning of each academic year.

Furthermore, staff members will be expected to sign the Staff Code of Conduct Policy, which delineates appropriate professional behavior related to working at London Academy and adherence to Child Safeguarding Procedures and Practice



Purpose of the Induction Policy at London Academy:

The purpose of this policy is to ensure that all teachers are informed about the induction process at London Academy, aiming to facilitate a smooth and efficient start for all new staff members. Safeguarding Children and Child Protection will be integral components of every induction program.

Overview:

The induction of new teachers at London Academy is crucial for the well-being of our staff and students, laying the groundwork for the success of each appointment. Recognising that starting work in a new environment can be challenging without established procedures and protocols, the leadership team is committed to providing every new staff member with the necessary time, support, and attention during the induction period. This personalised approach will be tailored to their experience, abilities, and the specific role within the school at the time of their appointment.

The arrangements made for orienting a new employee to their responsibilities and the school environment form the basis for productive and secure contributions to the institution. The Induction Programme is designed to assist new staff in understanding the expectations of their role and to familiarise them with the school's culture, ethos, priorities, goals, and operational procedures efficiently and effectively, enabling them to acquire knowledge and confidence swiftly.

Main Objectives for the Induction at London Academy:

- Ensure the new staff member feels at ease in the new work environment and is prepared to commence work with confidence and dedication.
- Familiarise the new staff member with school policies and procedures, introduce them to their line manager, and ensure they understand all relevant routine practices aligned with the school's expectations.
- Empower the colleague to actively contribute to enhancing and advancing the overall effectiveness of the school, elevating student achievement, and meeting the diverse needs of students, parents, and the broader community.
- Enhance the colleague's job satisfaction and personal fulfilment through their induction process.

Induction Programme Timeline at London Academy:



The induction programme at London Academy will commence immediately after the appointment is confirmed and will span throughout the probation period.

Steps and Specific Actions (within the timeline):

Prior to the start of the Induction Process:

- The school will conduct all necessary checks (DBS/ICPC, prohibition from teaching or management checks, etc.) in adherence to the Safe Recruitment Policy and Induction Procedure.
- Upon confirmation and clearance of the checks, the newly appointed staff member will be connected with the relevant line manager via email, initiating the sharing of essential information.
- The new staff member must fulfil all documents and forms in the staff recruitment folder as per HR requirements.

August Induction Period (pre-Induction Week):

- Accommodation organised for the first month
- Prompt support with administrative tasks (setting up a bank account, familiarisation with the city and school).
- Flights agreed and airport collection organised.

August Induction Period (Induction Week):

- Provision of information and training on school policies and procedures.
- Delivery of Child Protection information, including outlining responsibilities.

The induction programme will also encompass:

- A meeting with the Director of School and HR Manager.
- Guidance on essential policies available on the school website, with acknowledgment of reading.
- Receipt of vital role-related documents.
- Explanation of available help and support systems.
- Details on work shadowing and assignment of a Buddy, if applicable.
- Introduction to other relevant individuals responsible for induction, such as the IT technician for logins and technical support.



Management and Organisation of Induction at London Academy:

Responsibility for Induction:

- The Senior Leadership Team oversees the overall management and organisation of new teacher employees' induction. The Middle Leadership team members play active and lead roles in implementing the induction program.
- The HR Manager manages and coordinates the induction of teachers, focusing on non-academic areas such as finding accommodation after the first month, supporting with bank account setup and other related tasks. These actions should ideally occur outside of regular school hours.
- The Head of SEND and Inclusion School is accountable for managing and organising the induction of new teaching assistants.

Safe Recruitment Policy and Induction Procedure:

London Academy is dedicated to child protection, safeguarding, and promoting student well-being, expecting all stakeholders to share this commitment. The individual responsible for induction should:

- Arrange a warm welcome for new staff members.
- Identify immediate needs before the commencement of the position, where feasible.
- Conduct a school tour, providing information about facilities, addressing queries, and offering practical advice.
- Introduce key personnel and assign a Buddy for support.
- Ensure the provision, delivery, and evaluation of an effective Induction Programme.

Induction Programme (Specific Important Actions):

The individuals overseeing induction should ensure that personal induction is administered by the line manager, mentor, or another designated person. All new staff will receive appropriate induction advice, training, and resources, including:

- Safeguarding Children and Child Protection Policy.
- Health and Safety, including First Aid procedures.
- Curriculum documents.
- Staff Handbook.
- Access to the school drive.
- Guidance on assessment practices, recording, reporting, resources, and procedures.
- Distribution of timetables and class lists.



- Information on whole school and year group data, encompassing SEN (Special Educational Needs) and MAT (More Able and Talented) records.