



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

Document Reference No	WC04
Document Title	Staff Induction Policy
Version	Version 1.1 (Final Integration)
Status	Draft
Reviewing Member of Staff	Centre Manager
Review Date	June 15, 2026
Review Cycle	Annually

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IMPACT THE CHILD... IMPACT THE WORLD.

1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre recognises that the success of our short-course, high-intensity programmes depends entirely on the swift, efficient, and thorough onboarding of our workforce. Because our enrichment blocks run on a highly condensed timeline (typically lasting 1 to 2 weeks), new staff members do not have the luxury of a protracted adjustment period. They must arrive on day one fully synchronised with our pedagogical methodologies, operational workflows, and safety mandates.

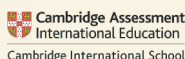
In alignment with top-tier British independent boarding school frameworks, this policy treats staff induction as a critical element of our overarching safeguarding and quality assurance obligations. A poorly inducted staff member poses an immediate risk to student welfare, network security, and academic standards. This policy establishes a rigorous, fast-tracked onboarding framework that empowers academic, residential, and administrative personnel to deliver an outstanding, compliant, and deeply secure environment from their very first hour on campus.

2. Governance, Compliance & Professional Assurance

To ensure absolute compliance with UK employment regulations, educational standards, and independent inspection criteria, Westerfield College Learning and Enrichment Centre coordinates its onboarding frameworks with:

- The Department for Education (DfE) statutory guidelines, ensuring strict adherence to "Keeping Children Safe in Education" (KCSIE) training mandates.
- The Disclosure and Barring Service (DBS) to verify the completion of all safer recruitment checks prior to induction delivery.
- External health and safety advisors to validate fire safety, first aid, and risk assessment orientation modules.
- Enterprise-grade IT security consultants to oversee digital literacy and data privacy training configurations.

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3. Definition of Terms

To ensure operational consistency across all management departments, the following definitions apply:

- **Induction Track:** The structured sequence of briefings, practical workshops, and system orientations completed by a staff member before assuming active duties.
- **Safer Recruitment Clearance:** The mandatory confirmation that an individual has passed all criminal, identity, and reference checks, allowing induction to proceed.
- **Active Learning Standardisation:** The pedagogical alignment process ensuring all teaching staff discard passive lecturing in favour of high-frequency interactive delivery.
- **Onboarding Checklist:** The definitive administrative document tracking a staff member's completion of every mandatory policy review and training module.

4. Pre-Arrival Onboarding & Safeguarding Clearances

No individual shall be permitted to attend physical induction sessions or interact with campus networks without absolute pre-employment clearance.

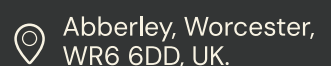
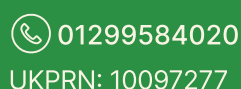
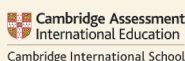
4.1 Mandatory Vetting Verification

Before an induction track is initiated, the Centre Manager must confirm that the individual's profile on the Single Central Record (SCR) is completely compliant. This includes verified Enhanced DBS checks, barred list screenings, identity validation, and the reconciliation of two written professional references.

4.2 Mandatory Pre-Reading Compliance

Candidates are provided with core institutional policies via a secure digital portal prior to arriving on site. In absolute compliance with current statutory updates, all incoming personnel must read and sign a declaration confirming they have read and understood:

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- Part One of "Keeping Children Safe in Education" (KCSIE).
- The Staff Code of Conduct (Policy WC02).
- The Internet, Online Safety and Acceptable Use Policy (Policy WC38).

5. Structured Induction Framework & Departmental Tracks

Tutors and academic support staff must complete intensive practical workshops covering:

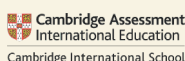
- Diagnostic Baseline Implementations: Structuring day-one student assessments to instantly identify language variations and academic needs within a short-course environment.
- The Active Learning Model: Eliminating standard lectures and implementing structured debates, team case studies, and presentation-based modules.
- Differentiated Extension Design: Creating advanced scaffolding resources to stretch high-achieving international students and prevent academic drift.

5.2 The Residential and Pastoral Induction Track

House parents, welfare officers, and overnight supervisors must complete targeted modules focusing on:

- The Zero-Device Overnight Protocol: Mastering the precise evening collection, labelling, secure storage, and morning reissue workflows for student hardware.
- Early Identification of Digital Distress: Training staff to spot indicators of online bullying, radicalisation risks, or severe sleep deprivation within the residential quarters.
- Low-Level Concern Escalation: Understanding the rapid mechanism for logging boundary drifts or peer friction with the Centre Manager within twenty-four hours.

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6. Proactive Onboarding, Verification and Performance Workflow

SCR Vetting Confirmed -> Pre-Arrival Document Review -> Core Institutional Induction -> Practical Micro-Teach / Simulation -> Active Duty Release -> Mid-Course Performance Reflection

6.1 The Practical Simulation Phase

Induction does not rely solely on passive presentations. Before being cleared for active timetabled duties:

- Academic Staff: Must deliver a successful micro-teaching segment to senior academic leaders, demonstrating real-time differentiation and active engagement.
- Residential Staff: Must complete physical walkthroughs of emergency evacuation paths, fire panel operations, and secure lockbox logging procedures.

6.2 The Onboarding Sign-Off Certificate

Upon completing all modules, the staff member and the Centre Manager must co-sign the comprehensive Onboarding Checklist. This document is archived securely within the staff member's central personnel file as definitive proof of institutional readiness.

7. Onboarding Non-Compliance, Tracking Failures and Interventions

Failing to engage with induction protocols or demonstrating an inability to implement centre safety and academic guidelines will face immediate administrative intervention.

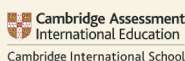
7.1 Tiered Operational Sanctions

- Minor Training Deficiencies (Level 2 Tracker): If an inducted staff member struggles with administrative systems, daily digital progress logging, or minor environmental controls, they will be placed on an immediate Focused Support Tracker. Senior staff will provide daily coaching, and their documentation will be audited at the end of each shift.

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- **Immediate Timetable Suspension (Level 4 Sanction):** If a staff member displays a fundamental misunderstanding of professional boundaries, ignores the overnight device storage workflow, or fails to enforce network safety curfews, they will be suspended from active duties immediately pending review.
- **Induction Revocation and Dismissal (Level 5 Gross Misconduct):** Refusing to complete mandatory statutory child protection training, falsifying induction checklist records, or demonstrating behaviour that actively compromises student safety will result in the immediate revocation of employment and summary dismissal.

8. Accelerated Induction Grievance and Management Appeals

8.1 Right to Fast-Track Induction Review

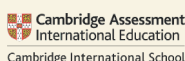
If a new staff member disputes an induction performance rating, a placement on a support tracker, or a training-related timetable suspension, they have a right to an accelerated review.

- **Submission Timeline:** The formal appeal must be submitted in writing via email directly to the CEO, Michael Dosunmu, within forty-eight hours of receiving the management notice.
- **Operational Status During Appeal:** To preserve the absolute safety, structural security, and learning continuity of the active student cohort, the staff member will remain suspended from direct student contact while the case file is evaluated.

8.2 Panel Resolution and Final Outcome

- **The CEO, Michael Dosunmu,** will assemble an emergency Induction Review Panel consisting of himself and at least one independent, senior human resources consultant or external educational legal advisor detached from the daily operations of the centre.
- **Final Judgment:** The panel will cross-examine the staff member's application files, induction checklists, trainer observation notes, and written representations. The CEO will issue a final, binding decision in writing within three working days, establishing whether the employment suspension stands, requires remediation through re-induction, or if the contract must be formally terminated.

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9. Quality Assurance & Post-Induction Auditing

9.1 Single Central Record Auditing

The Centre Manager conducts mandatory, unannounced weekly audits of all onboarding checklists and signed policy declarations. This guarantees that all active personnel remain perfectly compliant with independent educational inspection standards and local authority safe working parameters.

9.2 Post-Course Induction Reflection

At the conclusion of each short-course enrichment cycle, the management team reviews staff performance metrics against initial induction feedback profiles. This analysis identifies training gaps, refines operational onboarding modules, and updates our training resources to ensure maximum readiness for subsequent intakes.

10. Policy Review & Version History

10.1 Policy Review

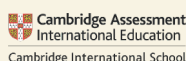
To preserve absolute alignment with changing UK employment laws, Department for Education statutory safety developments, and internal administrative shifts, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If external regulatory modifications or independent educational inspection frameworks necessitate an earlier update, the review window will be moved forward accordingly.

10.2 Version History

The table below tracks the complete evolution of this policy document:

- No: 1
- Revised on: 30th November 2024
- Version: Version 1.0
- Changes: Initial baseline formulation for student internet access codes and basic computer lab guidelines.
- Approved by: Academic Board
- Date of Approval: 30th November 2024
- Revised by: Policy Lead

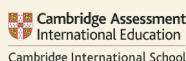
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- No: 2
- Revised on: 15th June 2026
- Version: Version 1.1
- Changes: Comprehensive upgrade implementing enterprise-grade automated filtering controls, real-time trigger keywords alerts, a detailed digital code of conduct, fast-tracked 12-hour parent/agent notifications, parental financial travel liabilities for digital exclusions, and accelerated appeal tracks under the joint authority of the CEO, Michael Dosunmu, and the Centre Manager.
- Approved by: Centre Manager
- Date of Approval: 15th June 2026
- Revised by: Senior Registry Officer

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