



**YOUTH ORGANISATION SINCE 2015**

## **Student Induction Policy**

Reviewed: 2026

## **1. Purpose**

The purpose of this policy is to ensure that all students commencing Alternative Provision at Aspire in Arts receive a consistent, supportive, and informative induction that helps them settle into their new learning environment, understand expectations, and access the resources they need to succeed.

As an Alternative Provision Training Provider, Aspire in Arts is committed to supporting students with diverse needs and backgrounds, many of whom may have experienced challenges in mainstream education. Our induction process is designed to foster a sense of belonging, promote wellbeing, and set clear pathways to achievement, whether this is personal or academic.

## **2. Scope**

This policy applies to:

- All new students starting provision with Aspire in Arts on a part-time basis.
- All staff involved in the induction process.
- Parents/carers and external agencies supporting the student.

## **3. Objectives of the Induction Process**

The induction aims to:

- Welcome students and create a safe, inclusive environment.
- Provide students with clear information about the structure, expectations, and culture of Aspire in Arts.
- Introduce key staff members, support services, and safeguarding contacts.
- Outline individualised learning plans and behaviour expectations.
- Identify any additional learning needs, support requirements, or risks.
- Promote positive relationships and engagement from day one.

## **4. Induction Procedure**

### **4.1 Pre-Induction Preparation**

- Students and parents/carers are invited to an initial meeting with staff at Aspire in Arts which enables them to have a look around the facilities and assess whether consider the centre to be suitable.
- Initial assessments (academic, behavioural, and wellbeing) are arranged.
- Risk assessments and Individual Learning Plans (ILPs) are prepared.
- Relevant documents (EHCPs, referrals, behaviour reports) are reviewed.

## 4.2 Induction Day(s)

Each student will complete an induction programme which includes:

- Welcome Session: Introduction to the site, staff, and student cohort if in a group.
- Health & Safety Briefing: Fire evacuation procedures, first aid, and site safety.
- Safeguarding Briefing: Explanation of safeguarding policy and who to speak to (DSLs/DDSL).
- Code of Conduct: Behaviour expectations, attendance, mobile phone use, respect, and consequences.
- Timetable Overview: Daily routines, curriculum, breaks, and enrichment sessions.
- Student Support: Overview of pastoral support, mental health services.
- IT & Resources Access: How to access learning materials, IT systems, and personal logins.

## 4.3 Ongoing Support (First 4 Weeks)

- Weekly 1:1 check-ins with a key worker.
- Parental/Carer updates and progress reviews.
- Adaptations made to support plans if needed.
- Follow-up assessments (where applicable).

## 5. Roles and Responsibilities

Senior Leadership Team (SLT):

- Ensure the policy is implemented and regularly reviewed.
- Monitor effectiveness and consistency across the provision.

Induction Coordinator / Alternative and Intervention Manager:

- Lead the planning and delivery of the induction programme.
- Coordinate assessments and Individual Learning Plans.

Teaching and Support Staff:

- Welcome students and facilitate integration into the sessions.
- Provide feedback during and after the induction period.

Safeguarding Lead:

- Ensure all safeguarding disclosures or concerns are managed promptly.

- Deliver safeguarding and wellbeing briefings.

Parents/Carers:

- Attend introductory meetings and support the induction process.
- Collaborate on support plans and Individual Learning Plans, where appropriate.

## **6. Monitoring and Evaluation**

- Induction checklists will be completed for every student and held on record.
- Students will complete a post-induction feedback form.
- The SLT will review the policy annually and make adjustments based on feedback and performance indicators.
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## **7. Related Policies**

- Safeguarding & Child Protection Policy
- Behaviour Management Policy
- SEND Policy
- Equality and Diversity Policy
- Health & Safety Policy