

Staff Induction

Status: Statutory

Date Approved: September 2026

Review Date: September 2027

Team Responsible: SLT Team

Policies are approved and ratified by the Senior Leadership Team and the approval of policies are recorded within the minutes of the meetings.

Be My Tutor – Digital Staff Induction Sheet

Welcome to Be My Tutor!

We are delighted to have you on our team. This induction sheet will guide you through key policies, safeguarding responsibilities, and online teaching expectations. Please complete all sections and confirm your understanding.

1. Staff Information

- **Name:** _____
 - **Role/Position:** _____
 - **Start Date:** _____
 - **Line Manager:** _____
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2. Organisational Overview

Be My Tutor delivers personalised online learning for students needing alternative provision. We prioritise:

- Student safeguarding and wellbeing
 - High-quality, engaging education
 - Inclusivity, equality, and respect
 - Professionalism and integrity

 - Continuous professional development and a culture of safeguarding
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3. Key Policies & Links

All staff must read and understand these policies. Digital copies can be accessed using the links provided by your line manager or the staff portal.

Policy	Description	Completed
Safeguarding Policy	Protect students from harm; report concerns to DSL; online safety guidance	☐
Health & Safety Policy	Maintain a safe working and learning environment	☐

Policy	Description	Completed
Equality, Diversity & Inclusion Policy	Promote inclusive practices and treat all individuals with respect	☐
Data Protection & Privacy Policy	Comply with GDPR; protect personal and student information	☐
Professional Conduct & Code of Practice	Maintain professional online teaching standards	☐
Attendance & Punctuality Policy	Accurately record and report student attendance	☐
Behaviour Management Policy	Support positive student behaviour online	☐
IT & Online Safety Policy	Safe use of digital platforms; prevent cyberbullying	☐

4. Safeguarding Responsibilities

- Know your **Designated Safeguarding Lead (DSL)** contact details.
 - Report any safeguarding concerns immediately following the [Safeguarding Policy](#) procedure.
 - Keep records confidential and factual.
 - Complete mandatory safeguarding training.
 - Refresh safeguarding training annually and immediately escalate any concern where a child may be at risk.
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5. Online Teaching & Student Interaction

- Maintain professional boundaries at all times.
 - Use only approved communication channels.
 - Report inappropriate behaviour immediately.
 - Follow lesson planning, assessment, and feedback protocols.
 - Ensure lessons are inclusive, accessible and accurately recorded in line with organisational procedures.
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6. Induction Checklist

Please confirm completion of the following tasks:

Task	Completed (☐)
Read and understood the Safeguarding Policy	☐
Read and understood Health & Safety Policy	☐
Read and understood Equality, Diversity & Inclusion Policy	☐
Read and understood Data Protection & Privacy Policy	☐
Read and understood Professional Conduct & Code of Practice	☐
Completed IT/Online Safety orientation	☐
Attended initial safeguarding training	☐

7. Acknowledgment

I confirm that I have read and understood the Be My Tutor induction materials and relevant policies. I understand my responsibilities and agree to comply with all organisational policies and procedures.

I understand that failure to comply with these policies may result in further training or formal action in accordance with organisational procedures.

Staff Name: _____

Signature: _____

Date: _____

Line Manager Name: _____

Signature: _____

Date: _____