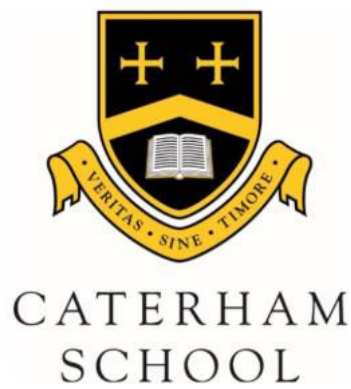


Staff and Student Onboarding and Induction Policy

Caterham Summer School



Policy Author:
Date Reviewed by Authors:
Next Review Date:

Summer School Manager
Spring Term 2026
Spring Term 2027

Caterham Summer School

Staff and Student Onboarding and Induction Policy

Policy Status: Work Processes, Anti-Bullying, Behaviour, Safeguarding and Child Protection

Applies to: All staff and students

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Policy Statement and Aims

Caterham Summer School aims to deliver a high-quality experience for both students and staff that matches the Caterham School main term experience. Similar levels of attention to detail during the onboarding and induction processes for both staff and students are undertaken to deliver the best possible experience.

This policy reflects statutory safeguarding and health and safety guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Health and Safety at Work etc. Act 1974 – GOV.UK](#) and the [National Minimum Standards for Boarding Schools – GOV.UK](#) where applicable.

2. Staff

Onboarding and Induction

Once recruitment checks are in place, Caterham Summer School staff will complete training in the days leading up to the first arrival day. These will cover many aspects but focus on Health and Safety, Safeguarding, Student Wellbeing and First Aid. Staff induction reflects safeguarding expectations outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#). The Academic Director will take responsibility for ensuring Academic related induction is completed before the first day of teaching. Safeguarding training for Caterham Summer School will be delivered online through the TES Develop Platform and a face-to-face session will be led by the Caterham Summer School Designated Safeguarding Lead for staff on site.

Staff are also expected to read and understand relevant Caterham Summer School safeguarding, behaviour, online safety and staff conduct policies before working with students.

3. Students

Before Arrival Induction

Once students accept their offered places and enrol onto Caterham Summer School, the Marketing and Admissions Assistant (Summer School) will be responsible for sending information relating to the student's course and stay to them. This enables students to begin their induction process before they arrive at Caterham Summer School.

Students will be sent Student Handbooks and asked to read, sign and return the Acceptable Use Policy for Students and the Student Code of Conduct.

Students are expected to understand and follow Caterham Summer School expectations regarding safeguarding, behaviour, online safety and respectful conduct.

Arrivals Day Induction

Every Sunday is an Arrivals Day, students will receive inductions in boarding from boarding staff as well as overviews of Trips and Activities from the Trips Coordinator and Activities Coordinator. Tours of the school, sports and boarding facilities will take place for students so that their first lesson on the Monday morning does not come as a surprise.

There will be a Welcome Meeting on the Sunday evening that will be for new students only, before returning students join in order that "getting to know you" activities can take place.

On an Arrivals Day, to end the Welcome Meeting, a fire evacuation drill from boarding accommodation will take place.

To enable students to feel as settled in quickly boarding staff and activities and trips staff will all be on duty through arrivals day in order that students can ask questions and have arrival issues resolved as soon as is practically possible.

Students who are current Caterham School students, familiar with Caterham School or returning to Caterham Summer School will be engaged as buddies for new students.

Day 1 Induction

Academic induction will take place in the first lesson every Monday and this has been timetabled into the weekly schedule. The Caterham Summer School Academic Director will take responsibility for this.

4. Policy Review

This policy is reviewed annually and revised after or in response to significant change in legislation, guidance, or incident.

Staff, Student and Parent/Guardian feedback will also be sought after the successful completion of a student's time at Caterham Summer School in order to continuously improve the student experience.

This policy reflects statutory guidance and Caterham School best practice.

It is due for review in April 2027