

## Student Induction Policy

### 1. Purpose

This policy sets out how Liminal Education East Anglia Ltd inducts pupils into the provision. The aim is to ensure that each pupil has a safe, supportive, and well-planned start, understands the routines and expectations of the setting, and is given the best opportunity to settle and engage positively.

### 2. Legal and Statutory Context

Although Liminal Education is an unregulated provision, student induction is carried out with regard to relevant safeguarding, health and safety, equality, and good practice guidance, including:

- Keeping Children Safe in Education (KCSIE)
- The Children Act 1989 and 2004
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974

### 3. Aims

- To provide all pupils with a safe and supportive start to their placement.
- To gather and review key information before the pupil begins attending.
- To ensure pupils understand routines, expectations, boundaries, and sources of support.
- To identify and respond to safeguarding, SEND, medical, attendance, and behaviour needs.
- To support a calm and successful transition into the provision.

### 4. Roles and Responsibilities

Head of Centre

- Oversees the induction process and ensures it is implemented effectively.
- Ensures relevant information is obtained from the commissioning school, local authority, and parents/carers where appropriate.
- Ensures safeguarding, risk, and support arrangements are in place before or on admission.

### All Staff

- Help pupils settle into the provision in a calm, consistent, and supportive way.
- Share relevant information appropriately on a need-to-know basis.
- Monitor the pupil's wellbeing, attendance, engagement, and presentation during the induction period.
- Report any safeguarding or welfare concerns immediately.

## 5. Pre-Admission Arrangements

- Before a pupil starts, relevant information will be gathered and reviewed.
- This may include referral information, safeguarding records, attendance information, behaviour history, SEND information, risk assessments, medical needs, and details of any external professionals involved.
- Where appropriate, a discussion will take place with the commissioning school, local authority, parent/carer, and the pupil to plan a suitable start.

## 6. Induction Process

- On arrival, pupils will be welcomed by staff and introduced to the provision in a calm and supportive manner.
- Pupils will be shown the site, key areas, routines, and expectations.
- Pupils will be told who they can speak to if they are worried, upset, or need help.
- Staff will explain behaviour expectations, safety procedures, and the support available.
- The induction process may be adapted to reflect the age, understanding, presentation, and needs of the pupil.

## 7. Safeguarding and Wellbeing

- Safeguarding is central to the induction process.
- Staff will ensure pupils understand who the Designated Safeguarding Lead (DSL) is and how to raise a concern.
- Any safeguarding, welfare, or mental health concerns identified during induction will be recorded and acted upon promptly.
- The provision will prioritise the pupil's emotional wellbeing and help them feel safe, known, and supported.

## 8. Communication with Parents/Carers and Commissioners

- Parents/carers and commissioning bodies will be given relevant information about the placement, routines, expectations, and key contacts.
- Communication during the induction period will be clear, professional, and focused on supporting the pupil's transition.
- Any concerns arising during induction will be shared appropriately and in line with safeguarding and data protection requirements.

## 9. Review of Induction

- The pupil's initial placement period will be monitored and reviewed.
- Staff will consider attendance, engagement, behaviour, welfare, and the suitability of the provision for the pupil's needs.
- Where necessary, additional support, reasonable adjustments, or further planning discussions will be put in place.

## 10. Review

This policy will be reviewed annually or sooner if guidance, staffing, or circumstances change.

Approved by: **Richard Henwood** (Head of Centre)

Date: 01/09/25

Next Review: September 2026