

# Induction Policy

## Policy Statement

When new employees are recruited or staff are promoted or transferred, Dainty Little Hands Ltd will aim to help them adjust to their new situation as quickly and easily as possible so that they become integrated and productive members of the organisation as soon as possible.

## Procedure

### Induction Programmes

1. The Company recognises that the induction process begins during recruitment when contact is first made with potential employees. Members of staff will bear this in mind when implementing the organisation’s recruitment procedure. When a job offer has been made and accepted, an induction programme will be drawn up for use during the early stages of the new recruit’s employment. Programmes will vary according to the nature and seniority of the post but will normally incorporate the features outlined below. As part of every programme, an induction checklist will be prepared and used to ensure that new employees receive all relevant information relating to:
   1. The job role;
   2. The school and organisation’s rules, policies and procedures specifically Child Protection and Safeguarding, Behaviour Management and Early Years Framework Policy;
   3. Grievance and disciplinary procedures;
   4. Pay and employment conditions;
   5. Health, safety and welfare policies;
   6. Staff Handbook, including Company ethos;
   7. Staff training;
   8. Other relevant policies and procedures, e.g. email and internet policy.
2. In drawing up induction programmes, it will be recognised that certain categories of employees will have particular needs and programmes will be adjusted accordingly.
3. Responsibility for various aspects of the induction programme will be allocated to the Support Managers. The will oversee the programme implementation and will ensure that all elements are covered satisfactorily.

### Preparation of Colleagues and the Workplace

1. All those involved in the employee’s arrival to the Company will be informed of the starting date and arrangements will be made for the initial stages of the induction programme to be put into operation.
2. The workplace will be prepared in advance to ensure that it is clean and tidy and that all necessary supplies and equipment are provided and are in good working order. Personal storage areas should be emptied and cleaned and keys (where applicable) should be ready for handing over to the new employee. Computer log in details (ie user names and passwords) should also be ready for the new starter.

### First Day of Employment

1. Clear joining instructions (enclosing a map, car parking instructions, etc where necessary) should be issued in good time for use on the employee’s first working day. Where the employee is required to bring certain documents and/or equipment, this should be clearly stated.
2. On the first day, arrangements will be made for the new employee to be met by a designated member of staff (where joining instructions include reporting to a third party such as a receptionist, preparations should be made accordingly so that the employee is expected and welcomed).
3. After initial introductions the employee will then be taken to the workplace and will be received and welcomed by the designated manager. An introductory discussion should be confined to essential matters such as those relating to health and safety (eg protective clothing, smoking rules, fire drill), organisational rules (eg how to deal with complaints) and the employee’s own needs (eg location of toilets, lockers and drinking water).
4. Taking into account any formal job training which has been arranged, the employee will then be introduced to the job in a manner which is appropriate to both the work and the individual concerned.
5. While the timing and nature of training will vary enormously, the following will be used as guiding principles during the first few days of employment.
   1. The supervisor or manager will outline all aspects of the new employee’s job, putting it into organisational context.
   2. The supervisor or manager will endeavour to arrange the first few days so that the employee is given tasks that lead to a sense of achievement.
   3. A balance will be maintained between instruction and supervision or management, allowing employees an opportunity to consolidate the knowledge and skills which that have been acquired using the Induction Training booklet.
6. One member of the new employees’ work group will be selected to take responsibility for their social needs during the early stages of employment. This will include getting to know other staff and becoming familiar with the layout of the workplace, where facilities are located and meal break routines.

### Completing the Induction Process

1. During the induction period, the employee will gradually be integrated into their job and the organisation as a whole. Using the induction checklist as a guide, the Club Manager or Support Manager(s) will ensure that all essential information is communicated to the employee in a manner and a period which is considered appropriate.
2. Follow-up interviews/supervisions will be conducted at suitable intervals (forming the initial stages of the organisation’s appraisal procedure) when the employee’s progress will be monitored. The employee will be given the opportunity to ask questions and to raise any matters of concern. Following the interview, a report will be prepared and agreed with the employee. Where appropriate, further review dates will be established.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_12/08/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_11/08/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |