



Induction Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To provide a well planned induction into Develop for new staff.
- 1.2. To make new staff aware of his/her rights and responsibilities whilst working for Develop.
- 1.3. To help new staff settle into their job function quickly.

2. Scope

- 2.1. To cover all activities carried out by Develop.

3. Key Principles

- 3.1. Each member of staff will be:-
 - a. Made aware and understand the relevant Develop policies, procedures, including Health and Safety, Equality & Diversity, Data Protection, Child Protection and Safeguarding Policy.
 - b. Familiar with the physical working environment.
 - c. Instructed in the application of Develop's health and safety policies and procedures.
 - d. Made aware of their own and Develop's responsibilities.
 - e. Made aware of the Develop's organisational structure and personnel.
 - f. Made aware of the purpose and requirements of the programmes of the department s/he will be joining.
 - g. Advised where to view a copy of the Staff Handbook, which will support what they have covered at Induction and to which they can refer to in the future.
 - h. Given induction training at the point of entry which will be delivered in 'bite size' chunks by previously identified personnel.
- 3.2. Develop will ensure members of staff have understood the information given to them at induction and keep written records to confirm this.

4. Staff Responsibility

Document name		Location/File path	
Induction Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
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Mark Pike	01/12/2015		Mark Pike

- 4.1. Senior Management.
- 4.2. CEO has overall and final responsibility for all matters relating to induction.
- 4.3. The day to day management of Develop's Induction Policy is delegated to the Deputy CEO, who will ensure that:-
 - a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all staff (both permanent and temporary) and consultants.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant POP Group meeting or more frequently if deemed necessary.

5. Monitoring and Evaluation

- 5.1. No additional monitoring required because monitoring and evaluation will take place during six month probation period reviews
- 5.2. This policy is liable to full equality impact assessment annually.

6. Supporting Documents

- 6.1. This policy should be read in conjunction with the following policies and procedures:-
 - o Safeguarding Policy
 - o Data Protection Policy
 - o Disability Statement
 - o Equality & Diversity Policy
 - o Equality & Diversity Policy for Learning
 - o Health and Safety Policy
 - o Induction Guidance Note
 - o Induction Handbook
 - o Information Communication Technology Policy
 - o Quality Policy

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

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