

Staff Induction Policy

Policy written by: Philippa Mills July 2019
Reviewed: John Milne Sept 2020
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'College' refers to Bristol International College; 'parents' refers to parents, guardians and carers.

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1. Policy Objectives

- 1.1. Induction is the provision and receipt of information, instruction, training and supervision required for the safe performance of new work at a basic minimum standard of competence. It is important that all new staff, volunteers, staff, and volunteers undertaking new work, receive adequate and appropriate induction training and information.
- 1.2. To ensure that all new employees receive appropriate information, instruction and training to enable them to understand how their job fits in with the organisation, as well as to undertake that job without risk to the health and safety of themselves or others.
- 1.3. To ensure that new employees receive information to enable them to understand their rights and roles and responsibilities according to the organisation's policies and procedures and statutory legislation.
- 1.4. To ensure that new employees are aware of relevant employment and other administrative procedures.
- 1.5. To ensure that employees are aware of our GDPR policy and procedures.
- 1.6. To ensure that employees receive adequate and appropriate assistance and training in the performance of tasks they have not previously undertaken.
- 1.7. To ensure that new employees are introduced to other workers.
- 1.8. To ensure details of terms and conditions and how / when wages will be paid is known.

2. Principles

- 2.1. Information and instruction must be given in way that is understandable and is suitable for the knowledge and skill of the individual employee.
- 2.2. Training must be designed to ensure that employees can gain the appropriate levels of competence to minimise their exposure to risks arising from the work.
- 2.3. Employees gain more job satisfaction and are more productive when they can see how their job fits into the organisation and contributes to its goals and targets.
- 2.4. Employees have a right to information on what the organisation expects of them.

3. Responsibilities

- 3.1. Under section 19 of the Occupational Health, Safety and Welfare Act:
 - 3.1.1. 'The Head or Chief Officer of the organisation is responsible to ensure that adequate induction programmes and procedures are in place. This would include providing information relating to Occupational Health, Safety and Welfare in the workplace and to provide information, instruction, training and supervision to minimise risks before work commences or before a change in work occurs.'
- 3.2. The Management Team are responsible for ensuring that each new employee, or employee who is given new work, receives the level of induction they require, and which is sufficient to meet the requirements of this policy and the law.

4. Procedures

- 4.1. **The Induction Programme** – The Management Team will ensure that all new employees are given:
 - 4.1.1. A hard copy induction pack
 - 4.1.2. Local information necessary for the job.
 - 4.1.3. Appropriate information, training, and supervision for the job they will be doing.
- 4.2. **New Work for Existing Employees** – The Management Team will assess the standards of competencies required to do the work effectively and safely. They will ensure that employees are given the appropriate training, information and supervision to enable them to acquire these standards of competencies before commencing the work.

5. Review Mechanism

- 5.1. Managers will be responsible for forwarding the Induction Policy to the appropriate person to initiate a review on the date indicated. The review will reflect requirements of Occupational Health, Safety and Welfare legislation.

6. Induction Programme for New Employees

- 6.1. Prior to New Employee Starting
 - 6.1.1. Memo to all staff from Manager, advising name of new appointee, position being filled, location and starting date.
 - 6.1.2. Ensure the employee's new workplace is prepared in advance. Check that all the necessary supplies and equipment are provided and are in good working order.
- 6.2. Day 1
 - 6.2.1. Welcome new staff member.
 - 6.2.2. HR Manager works through Induction Checklist (see separate document) ensuring they have completed all the relevant paperwork, and received new employee equipment, necessary for new staff including:
 - a) New starter information (includes their bank details for payment, NI number, next of kin)
 - b) DBS application form (and Update Service if appropriate)
 - c) Health Declaration
 - d) Been given a copy of their contract and Employee Handbook
 - 6.2.3. Line Manager works through induction checklist
 - a) Provide an overview of the organisation and its personnel policies & procedures.
 - b) Give new employee a tour of the premises and introduce to staff and children.
 - c) Provide more specific information on work requirements to ensure new employee understands their roles and responsibilities.
 - d) Provide written job instructions.

- e) Takes them through a Health and Safety induction of the setting including, Emergency evacuation, first aid arrangements, PPE.
 - f) Ensures that the new staff member are aware of and understand the safeguarding policies and procedures
- 6.3. Week 1 & 2
- 6.3.1. Line Manager monitor and support the new employee accordingly and provide on the job training as and when required.
- 6.4. End of Week 2
- 6.4.1. Line Manager reviews progress with the new employee and makes any necessary programme changes.
- 6.5. Weeks 4 - 7
- 6.5.1. Monitor and support the new employee accordingly and provide on the job training as and when required.
- 6.6. End of Week 8
- 6.6.1. Review induction progress and put in place any actions deemed necessary. Development needs to be discussed and documented.
- 6.7. End of 5 months
- 6.7.1. Confirmation of successful completion / need to extend their probationary period (unless already decided previously)