



Induction Programme Policy



Proper induction of all staff takes time and needs careful planning to ensure that everyone understands both their roles and responsibilities. If successful, induction will ensure that new staff feel appreciated and remain happy giving their valuable time to the group. We will make sure that induction includes:

- Any specific information as provided by any governing body or umbrella group
- A clear job description including tasks, times, responsibilities
- All procedures in place, including incident recording, health and safety and first aid arrangements
- Information about future or necessary training needs, including in the first instance Safer Programme Child Protection Awareness Raising Training.

In addition, volunteers and workers need to sign that they have received and understood the following

- Child Protection Policy
- Code of Conduct
- Confidentiality Statement
- Complaints Procedure
- Allegations and “Whistle Blowing” statement
- Disciplinary and Grievance Procedure

We agree a probationary period with clear goals and then identify a suitable monitoring and support process. This may be staff meetings, peer support or more formal supervision, as necessary to the work of the group.

NAME:

SIGN:

ORGANISATION:

DATE:

