

Induction Policy

Compass Disability Services
Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

October 2009
Date for Review: September 2012

Introduction

Compass Disability Services recognises the importance of ensuring employees and volunteers begin their work in a positive and supportive environment. All new members of staff, volunteers and trustees joining the organisation will be provided with an appropriate induction upon the commencement of their employment or voluntary agreement.

Policy Statement

Compass Disability Services is committed to integrating new employees and volunteers into the organisation as effectively as possible by providing them with the information, support and training to become productive and satisfied members of the organisation.

The purpose of the induction is to ensure that all employees and volunteers obtain a good overall understanding of Compass Disability Services including our mission and values, and to:

- Encourage good working practices.
- Help create a positive and supportive working environment.
- Reduce the risk of staff turnover in the early stages of employment.
- Help employees/volunteers to understand their role within the organisation.
- Help define performance expectations.
- Identify training and development needs.
- Ensure that Compass Disability Services complies with our legal obligations, especially with regard to health and safety legislation.

The core content and aims of an induction for all employees and volunteers will remain the same. However it is expected that certain aspects will differ to reflect the specific needs of the individual and their new role, i.e. their level of job knowledge and experience.

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Responsibilities

The appropriate line manager (or Chair of Trustees in the case of new trustees) will be responsible for ensuring that Induction takes place, including:

- Determining the scope and nature of the induction.
- Providing a copy of the Induction Checklist for completion during the induction process.
- Ensuring that the induction process commences on the first day of work and is completed within a maximum of five working days.
- Ensuring the new employee or volunteer receive the appropriate information, which includes being shown how to access the relevant policies and procedures.
- Providing the employee or volunteer with sufficient time to study the information and ask questions, or discuss any issues as appropriate.

It is the joint responsibility of the individual and the line manager to ensure all items on the Induction Checklist are covered and signed off.

Procedure

1. The line manager or a senior member of staff will print out the Induction Checklist:
 - For staff: Z:\SAIN FILES\Governance\Policy\Policies REVIEWED\Induction
 - For volunteers: Z:\SAIN FILES\Governance\Policy\Policies REVIEWED\Induction
 - For Trustees: Z:\SAIN FILES\Governance\Trustees\Trustee Forms
2. As each section is completed it will be signed off by both parties.
3. Upon completion, the Induction Checklist will be placed in the new employee/volunteer/trustee personnel file.
4. The line manager will inform the Office Manager that the Induction has been completed and the Senior Office Support Worker will record this on the Training Database.

Policy Revision

This policy will be reviewed every three years and amended as necessary. All employees should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Chief Executive.

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