

Induction Policy

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

August 2016
Date for Review: August 2019

Introduction

Compass Disability Services values all employees and volunteers and is committed to integrating them into the organisation as effectively as possible. The organisation will ensure that they are provided with the information, support and training required to fulfil their roles. All new employees, volunteers and trustees joining the organisation will be provided with an appropriate induction upon the commencement of their employment or voluntary agreement, ensuring that they begin their work in a positive and supportive environment.

Purpose

The purpose of the induction is to ensure that all employees and volunteers obtain a good overall understanding of Compass Disability Services and their role within it including our mission, values and beliefs 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.

Responsibilities

The appropriate line manager, Mentor, Volunteer Coordinator 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.

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- Completing an employee, volunteer or Trustees Induction Checklist with each new person.
- Ensuring that the organisation induction process commences on the first day of work or volunteering and is completed within a maximum of five working days for employees and as soon as possible for volunteers.
- 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.
- Planning and delivering a role specific induction.

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

The Training Coordinator is responsible for ensuring that new starters are introduced to the organisation's Training and Development Policy and procedures and for completing a skills matrix within 2 weeks of taking up their post. This will help to identify what skills the new starter already has, where skills gaps exist for the individual and where there are potential skills shortages within the organisation that need to be addressed. Training can then be planned based on need

Organisation Induction

All new employees and volunteers will receive an appropriate induction to the organisation as detailed on the Induction checklist.

The aim of an induction is to provide an introduction to all aspects of the work of the organisation, organisation policies and procedures and offers an early opportunity to raise questions about their role within the organisation.

At the beginning of the organisation induction, the process will be explained, including timescales, so that new starters know what is expected and feel comfortable during their initial time with the organisation. They will also be given an explanation of what to expect during their role specific induction.

Role Specific Induction

All employees and volunteers will receive role specific induction training. The aim of the induction training is to provide all employees with the required skills and knowledge to be able to fulfill their duties as per their job description. It is the responsibility of the Line Manager/Mentor to ensure that this is planned and implemented.

Role specific induction training is determined by the line manager/mentor taking into account the needs of the individual, the complexity of the role and, in the case of a new role, the evolution of the role. Therefore there is no

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specific timeframe by which this should be completed but priority will be given to induction training.

Probationary Review - Staff

All Contracts of Employment detail the new employee's probationary period. It is the intention to provide all employees with ample opportunity and training to fulfill the expectations outlined in the Role Specific Induction and subsequent probationary reviews. Failure to do so may result in the employee's employment being terminated by the employee or the organisation on one week's notice, in writing, at any time during the period of probation. The probationary period may be extended for a further three months if it is considered that this will allow the employee to further evidence their suitability for the role.

Placement Review – Volunteers

All Volunteer agreements detail the new volunteer's placement review period. It is the intention to provide all volunteers with ample opportunity to fulfil the expectations outlined in the role specific induction and subsequent support sessions. At the end of the placement review period, there will be a meeting of the volunteer with their line Manager/Mentor to discuss the placement and any changes that are necessary. If the role is unsuitable for the volunteer, then the placement may be terminated, or an alternative placement within the organisation sought to accommodate the volunteers skills more appropriately.

Policy Revision

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

Associated Documents

Training and Development Policy
Employee Induction Checklist
Volunteer Induction Checklist
Trustees Induction Checklist
New Employee and Induction procedure
New Volunteer and Induction Procedure
New Trustee and Induction procedure

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