



Staff Induction Policy

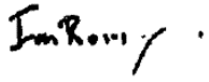
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Owner: Quality and Compliance Manager	Location: Shared Drive: WREC Documents\Policies and Procedures 2023	

1. Introduction

- 1.1. This policy applies to all employees who will all receive a tailored Induction Programme which will include appropriate information, training, observation, and mentoring.
- 1.2. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee and to the organisation as a whole, provide the foundation for successful and safe contribution to the organisation.
- 1.3. The Induction Programme is designed to help new employees become familiar with the requirements of their position and learn about the organisational culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.
- 1.4. The Induction Programme will:
 - Provide information and training on the organisation’s policies and procedures, including Equal Opportunities, Data Protection and Health and Safety.
 - Provide Safeguarding Children and Young People training, along with Adult Safeguarding.
 - Enable the new employee to contribute to improving and developing the overall effectiveness of the organisation, raising learner achievement, and meeting the needs of learners and the wider community.
 - Contribute to the new employee’s sense of job satisfaction and personal achievement.
 - Explain what is expected of them at the company and gain support to achieve those expectations.
 - Identify and address any specific training needs.
- 1.5. The induction programme will include:
 - An induction checklist of the policies, procedures and training to be covered.
 - Details of help and support available.
 - Details of work shadowing, if appropriate.
 - A diary of induction meetings.
- 1.6. Induction programmes should be tailored to specific individuals and careful consideration should be given in relation to each post and the experience of the post holder.
- 1.7. All new staff will be given appropriate induction advice, training and resources by the Managing Director. This will include:
 - Job description.
 - Roles and responsibilities.
 - Safeguarding Children and Young People.
 - Health and safety.
 - Fire and emergency procedures.
 - Code of Conduct.
 - Policy documents.
 - Schemes of work.
 - Assessment advice, recording, reporting, resources and procedures.
 - Information on resources, including ICT.
 - Timetables.
 - Contractual information on the programme they will be delivering.
 - CPD.

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Signed:



Ian Ross
Managing Director

Date: 23rd May 2023

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