Induction Policy

1. Introduction

The organisation will provide all new staff, whether employed on a full-time or part-time basis, with a programme of induction training.

The purpose of induction is to integrate new staff into the organisation so they are encouraged to become an effective and motivated member of the team. Effective induction is a major contributory factor in retaining newly appointed staff.

Where it is not possible to hold a face-to-face meeting under this procedure, the process will be conducted remotely. The organisation will ensure staff and their representatives have access to the necessary technology for participating. Staff rights will not be affected, and the organisation will ensure the procedure remains fair and reasonable.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

2. Policy Aims

- To ensure all new staff whether new to the organisation or new to a role are subject to a fair and consistent induction process.
- To identify any training or otherwise support requirements to meet the expectations of the role.

3. Responsibilities

The overall responsibility for ensuring an effective induction policy and programme are communicated throughout the organisation lies with senior management. Senior management are also responsible for advising line managers on the induction process and dealing with any problems or queries with the probationary period or provision of any specific training needed in order to equip new staff with any new skills necessary to perform the job.

Responsibility for ensuring new staff are properly inducted lies with the relevant line manager.

4. Induction Programme

An effective induction programme takes place over a period of time and is an ongoing process to ensure new staff settle into the organisation and are confident carrying out the full scope of their duties. Essential information should be supplied to new staff in a planned and systematic way to avoid information overload and to ensure they are able to absorb it.

Although all new staff should be supplied with the core information set out under the induction checklist, the design and content of the induction programme will depend on factors such as new staff role, level of responsibility and previous work experience. Managers should therefore be prepared to vary the induction programme to suit the particular needs of new staff and the role specification.

The induction programme should involve input from the managers and work colleagues who are best placed to supply the new staff with the full range of relevant information and assistance.

5. Induction Checklist

The line manager should provide newly appointed staff with a range of information and training about the organisation and their new role, including guidance on:

- Core business objectives and values
- Departmental structure
- The workplace and working from home arrangements
- The purpose and key responsibilities of the new role
- Fire and health and safety procedures
- The team members they will be working with
- Expected standards of behaviour and performance
- Any probationary arrangements
- Completion of all necessary documentation relating to the appointment
- All policies and procedures including those concerning equal opportunities and data protection.

The line manager should use an induction checklist to ensure new staff are provided with an induction pack containing all the relevant information relating to these areas. The induction checklist should be signed by new staff and returned to the line manager within one month of employment commencing to confirm this stage of the induction programme has been carried out.

6. Induction Training

The following training will be implemented for DbS staff

Guide/Communicators	Staff
Induction Training: History of the organisation; Structure of the organisation; Background of deafblindness; Organisational processes e.g. forms	**Induction Training:** History of the organisation; Structure of the organisation; Definition of deafblindness; Organisational processes e.g. forms
Health and Safety training **3 days basic training on supporting a deafblind person: Signature Qualification T202** Basic communication skills; Definition of deafblindness; Groups of deafblind people; Guiding skills with deafblind people; Causes of deafblindness **Additional Mandatory Training:** Safer Handling training GDPR Adult Support and Protection Child Protection SSSC Codes of Practice Food Hygiene – Care at Home workers	**Health and Safety training** **3 days basic training on supporting a deafblind person: Signature Qualification T202** Basic communication skills; Definition of deafblindness; Groups of deafblind people; Guiding skills with deafblind

Shadowing Shifts with supervisor or experienced guide	
6 week observation and competence assessments for new guide/communicators	
6 – 12 months – DBG2 Communication and Guiding Skills Training **T201 and K202 modules** Understanding Communication with Deafblind People, Communicating with Deafblind People	

7. Induction Review

A review meeting should be held with new staff at the end of their first month within their new role to discuss how the first few weeks with the organisation have gone and identify any gaps in the induction such as training, shadowing or other support requirements.

The opportunity should be taken to review the individual's job description and answer any queries staff may have about their duties and responsibilities.

The review meeting should also be used to agree some short-term objectives, to be reviewed at the end of the first three months of employment. The next review date should be set to take place eight weeks after the first review meeting (three months into employment).

8. Data Protection Act 2018

The organisation will treat all personal data in line with obligations under the current data protection regulations.