



## Action Community Enterprises CIC (ACE)

# Staff Induction Policy



|                                   |                        |
|-----------------------------------|------------------------|
| <b>Policy number:</b>             | SI01                   |
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| <b>Policy holder:</b>             | Lou Gardiner           |
| <b>Approval board:</b>            | ACE Board of Directors |
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### Action Community Enterprises CIC

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## Staff Induction Policy

Staff induction will ensure that new staff feel fully informed and appreciated. ACE will make sure that induction includes:

- An introduction to the Aims, Objectives and Values of ACE.
- A clear job description including tasks, times and responsibilities
- An overview of all ACE's policies and procedures.
- Information about training needs, including in the first instance Safeguarding, Equality and Diversity and Health and Safety.

In addition, all staff and volunteers need to sign that they have received and understood the following:

- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Health & Safety Policy
- Staff Code of Conduct
- Complaints Procedure
- Whistleblowing Policy
- Disciplinary and Grievance Procedures

ACE agree a probationary period with clear goals and identify suitable monitoring and support processes, including staff meetings, peer support or more formal supervision as necessary to meet the needs of the individual member of staff.

|            |               |                                  |
|------------|---------------|----------------------------------|
| Name:      |               | Date started:                    |
| Job Title: | Line Manager: | Date of completion of Induction: |

| Induction Element   | Tick on Completion |
|---|--------------------|
| <b>Day One</b>  |                    |
| Meet Induction Coordinator  |                    |
| Introduction to Line Manager  |                    |
| Tour work area - introduction to work colleagues and work area      |                    |
| Location of facilities – toilets etc.                               |                    |
| Hours of work   |                    |
| Arrangements for breaks and lunch                                   |                    |
| Telephone system and arrangements for personal calls                |                    |
| Use of personal mobiles   |                    |
| ICT and Resources familiarisation                                   |                    |
| Health and Safety aspects relating to individual's work environment |                    |
| <b>Notes:</b>   |                    |

## Induction Checklist

| Policies and Procedures  | Tick on Completion |
|--|--------------------|
| <p>Health and Safety This will include:</p> <ul style="list-style-type: none"> <li>• Provision of or reference to the location of the school policy.</li> <li>• Information and training in relation to the employee's responsibilities</li> </ul> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>   |                    |
| <p>Fire and Emergency Procedures This will include:</p> <ul style="list-style-type: none"> <li>• fire action and other fire notices,</li> <li>• location of firefighting equipment,</li> <li>• means of raising the alarm including the position of fire alarm points</li> <li>• fire evacuation procedure and means of escape,</li> <li>• fire assembly points</li> </ul> <p>Further training may be necessary depending upon the responsibilities of the post holder</p> |                    |
| <p>First Aid This will include:</p> <ul style="list-style-type: none"> <li>• location of first aid provisions,</li> <li>• location of notices bearing details of qualified First Aiders,</li> <li>• means of obtaining first aid assistance</li> <li>• policy on providing first aid for pupils</li> </ul> <p>Further training may be necessary depending upon the responsibilities of the post holder</p>   |                    |
| <p>Policy and procedures relating to<br/>Safeguarding Children and Child Protection including <b>Part 1 of Keeping Children Safe in Education</b></p> <p>Behaviour Management</p> <p>Sickness Absence</p> <p>Special Leave of Absence</p> <p>Performance Development</p>   |                    |