

INDUCTION POLICY



With you.
For you.



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PART 1

1. POLICY STATEMENT

- 1.1 The organisation recognises the importance of providing each of its new employees with a suitable structured Induction programme. This policy ensures all staff are clear about the requirements of their role and have an overall understanding of the organisation.

2. PRINCIPLES

- 2.1 This policy covers all new employees of the organisation and those who have recently changed role within the CCG. Line Managers will ensure that the appropriate elements of the Induction Process are provided to temporary/agency/interim staff.

3. EQUALITY

- 3.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

4. MONITORING & REVIEW

- 4.1 The policy and procedure will be reviewed periodically. Where review is necessary due to legislative change, this will happen immediately.

Part 2

1. PROCEDURE

- 1.1 The CCG will ensure that the induction programme will normally take place within the first month of an individual's employment with them.
- 1.2 The length and nature of the induction process can be tailored to the individual depending on the complexity of their role, nature of the department and if they are a new or existing employee.
- 1.3 Local induction will be monitored and recorded. This will include:
- **Stage 1 Local Induction:**

Introduces the employee to the Division or Department and should take place in the first week of employment. It may be completed either in groups or on a one to one basis and should encompass all elements listed in CCG Induction Checklist. An example attached in Appendix A. A copy of the completed checklist should be signed and retained by both manager and individuals.
 - **Stage 2 Corporate Induction:**

Should take place within the first 1 month of employment. Areas that should be covered include:
 - The CCG and specific divisional roles and responsibilities.
 - The Corporate Appraisal Scheme
 - Mandatory Training including Equality and Diversity Training, Risk Management and Health & Safety
- Inductions may also include visits to other departments as appropriate.
- 1.4 It is the responsibility of the line manager to ensure that new employees take part in an appropriate induction programme although it is not expected that they will cover all elements personally.
- 1.5 Constituent parts of the programme may be delivered by the individual's manager, an appointed local representative or any other appropriate person or method.
- 1.6 It is the responsibility of the individual to ensure they take part in all elements of the induction relevant to them. This may include arranging meetings and recording the completion of tasks.

APPENDIX A

ELEMENTS OF INITIAL INDUCTION CHECKLIST

(These elements should be used as guidance and not a comprehensive list)

Terms and conditions	Contract / Terms and conditions Hours / flexi-time Absence / Sickness procedure Holidays / special leave HR procedures and policies Standards of Business Conduct
Organisation	Site map Organisational chart Organisational chart - Departmental Telephone system Computer systems Security pass Security procedures Data protection
Organisation – culture, values and business plan	Background Mission statement Values & Behaviours Quality systems Intranet
Financial	Pay arrangements Tax and National Insurance Start note information Benefits (e.g. childcare vouchers, discount schemes) Pension Expenses and expense claims
Training and development	Appraisal system Training policies and opportunities
Health and safety	Health and Safety policy Ergonomics and Workstation assessment Emergency exits Evacuation procedures First aid procedures First aid facilities Specific hazards Accident reporting Smoking policy
General	Employee Assistance Programme

Employee's signature: _____ Date: _____

Manager's signature: _____ Date: _____



Induction EIA