



# Westwood Training and Consultancy

## Staff Induction Policy

### **Purpose**

All new employees who are appointed to positions within WTC should receive an appropriate induction programme.

### **Statement of Intent**

WTC recognises the importance of ensuring all employees begin their work in a positive and supportive environment.

This policy aims to clarify the support provided and the responsibilities of all parties in ensuring induction is completed effectively. Induction is the process by which a new employee is integrated into the organisation. The process begins with the first contact with the employee and ends when the person has been fully integrated. Induction ensures that all employees obtain a good understanding of how the organisation works including its principles, values and objectives. It ensures that all employees have the knowledge and skills necessary to perform their role in a safe working environment.

WTC is committed to integrating new employees into the organisation as effectively as possible by providing them with the information, support and training to become productive and satisfied members of the organisation. New employees have differing levels of knowledge of the organisation and about the purpose and nature of the job they will do. A programme that identifies the needs of the individuals not only allows the induction to be more effective but gives a new employee the message that they are valued.

### **Scope**

This policy covers all staff and volunteers employed by WTC

The core content and aims of induction for all employees remain the same. However, it is expected that certain aspects of induction will differ and this will reflect the specific needs and requirements of the individual and their role.

The centre administrator is responsible for determining the scope and nature of induction programmes for individuals and that induction takes place. This includes ensuring that new employees:

- Have an induction programme arranged in writing before the start of duty
- Are provided with a copy of an induction checklist on their first day
- Receive appropriate local information as required in their induction checklist



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- Are provided with information on their own line management structure and reporting arrangements
- Know how to access relevant policies and procedures

## Key principles

The following principles apply:

- To encourage and foster best working practices.
- To ensure all new employees have a clear understanding of the skills and competencies relevant to their role and can apply these in the workplace.
- To support the effective integration of new employees into their new working environment.
- To reduce the risk of employee turnover in the early stages of employment.
- To help create a positive and supportive working environment.
- To help define performance expectations from the organization and to encourage the highest levels of motivation. To ensure WTC complies with its legal obligations with particular regard to health and safety legislation.

## The Inductee

It is the joint responsibility of the centre administrator and inductee to ensure all items are covered. This means the inductee needs to monitor their checklist and to raise any gaps with their line manager.

## Induction Checklist

All employees must be provided with an Induction Checklist on their first day of employment. This will include elements common to all employees. The Induction Checklist covers all aspects of induction. This is provided by the centre administrator at the start of the employees induction day.

## Ongoing Support

To ensure the overall induction process has been carried out smoothly, and the new employee has settled into the job and working environment, review meetings are encouraged. This two-way process will inform training and development needs and identify any specific issues which need to be addressed. The centre administrator should note all positive changes and make amendments to the existing framework and bring these changes to the attention of the head of the centre.

## Associated policies

- Equal opportunities and inclusion policy
- Data protection policy



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- Staffing and Employment policy
- Probationary Period policy
- Health and Safety Policy

## Review

The policy will be reviewed in September 2022

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.