

Newton Abbot Community Interest Company: Induction Policy

Introduction

Newton Abbot CIC believes that all new employees, Trustees or Directors and Volunteers should be given timely induction to the Buckland Centre, its management and its operation. This induction is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Association's commitment to ensure that all staff, Directors or Trustees, and Volunteers are supported during the period of induction, to the benefit of the individual and Newton Abbot CIC.

How to induct successfully

To achieve successful induction, a systematic plan should be followed. This is to enable records to be kept and thus ensure that information is not missed out.

- A check list of points to be included in induction is attached. There is a separate checklist for Staff, Directors or Trustees, and Volunteers.
- Although induction is of vital importance to new employees, anyone who is promoted or transferred from one job to another should also be inducted.
- In general, the aim of induction should be to convey a clear picture of the working of NACIC and the Buckland Centre.

Newton Abbot CIC

Induction Checklist For Employees

This checklist is to be completed by the person inducting a new employee. The checklist should be completed within two weeks of the employee's start date.

It should be signed by both the person inducting the employee and the employee.

It should then be retained with the employee's other employment records.

Tick if Complete

- Employee is welcomed to NACIC and the Buckland Centre and introduced to the other people present. The structure of the organisation is explained, including key personnel including the Safeguarding Officer, Keyholder/caretaker, Newton Abbot CIC staff and Directors/Trustees.
- Key people named and contacts details provided where relevant.
- Tour of the Buckland Centre provided indicating the location of fire alarms, first aid equipment, toilets, break areas etc.
- Details of the rate of pay confirmed.
- Details of any allowances and expenses and how to claim is explained.
- Information and how wages are paid and the relevant information gathered to allow this to happen.
- Details of holiday entitlement and how to arrange annual leave is explained.
- Details of the hours of work are confirmed.
- Details of any pension arrangements are confirmed.
- Details of the activities taking place in the Centre are provided.
- Importance of confidentiality explained particularly in relation to General Data Protection Regulations
- The child protection and vulnerable adult policies are explained and details of Safeguarding Officer provided.

Tick if Complete

- The Discipline and Grievance procedures are fully explained to staff and where to find both policies is explained.
- Information is given on the absence policy and procedure, including method of reporting absence.
- Procedures relating to personal accident reports are explained.
- Other key policies relating to the operation of Newton Abbot CIC and the Buckland Centre are highlighted.
- Any necessary adjustments are discussed and check that all necessary arrangements have been put in place for individuals who have a disability.
- Ensure the new employee does not currently require any further information.

I confirm that the above information has been provided.

Employee's Signature:	Date:
Inductor's Signature:	Date:

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Induction Checklist For Volunteers

This checklist is to be completed by the person inducting a volunteer. The checklist should be completed within two weeks of the volunteer starting.

It should be signed by both the person inducting the volunteer and the volunteer.

Tick if Complete

- Volunteer is welcomed to the CIC and introduced to the other people present.
- Key people named and contacts details provided where relevant.
- Details of any out of pocket expenses and how to claim is explained.
- Details of how any out of pocket are paid and the relevant information gathered to allow this to happen.
- Details of the hours of volunteering are confirmed and agreed.
- Tour of the Buckland Centre provided indicating the location of fire alarms, first aid equipment, toilets, break areas etc.
- The structure of Newton Abbot CIC is explained.
- Details of the activities taking place in the Centre are provided.
- Importance of confidentiality explained particularly in relation to the General Data Protection Regulations.
- The child protection and vulnerable adult policies are explained and details of Safeguarding Officer provided.
- Information will be given on reporting any absence.
- Procedures relating to personal accident reports should be explained.
- Other key policies relating to the operation of the Buckland Centre are highlighted.
- Any necessary adjustments are discussed and check that all necessary arrangements have been put in place for individuals who have a disability.
- Ensure the volunteer does not currently require any further information.

I confirm that the above information has been provided.

Volunteer's Signature:	Date:
Inductor's Signature:	Date:

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Induction Checklist for new Directors

This checklist is to be completed by the person inducting a new Management Committee member. The checklist should be completed within 1 meeting cycles of the members election / appointment to the Management Committee.

It should be signed by both the person inducting the member and the new Director.

It should then be retained with the member's other personal records.

Tick if Complete

- Director is member is welcomed to the CIC and introduced to the other people present.
- Key people named and contacts details provided where relevant.
- Details of the activities taking place in the Centre are provided.
- The structure of the CIC is explained.
- Other key policies of the CIC are brought to the attention of the Director.
- Importance of confidentiality explained particularly in relation to the General Data Protection Regulations.
- The child protection and vulnerable adult policies are explained and details of Safeguarding Officer provided.
- Any necessary adjustments are discussed and check that all necessary arrangements have been put in place for individuals who have a disability.
- Ensure the new Director does not currently require any further information.

I confirm that the above information has been provided.

Director's Signature:	Date:
Inductor's Signature:	Date: