

AUKKC Induction Policy

Age UK Kensington and Chelsea

Policy review extension form

Policy title	Induction Policy
Current date of expiration	October 2020
Extension period request	31 st October 2021
Reason for extension request	The unprecedented circumstances of the Covid-19 Pandemic significantly affected our organisational capacity to update our Policies as resources were focused on our large-scale Emergency Response. Our Board have now initiated a full external Policy review of all our Policies which is being carried out by the Policy Review Team and this will be complete by the end of October 2021.
Does this extension request pose any risks?	No – our Policy Review team have given assurances that this extension is appropriate
Summary of risks e.g. not meeting national guidance	
Has this document previously been granted an extension? Add details e.g. 2 previous extensions amounting to 6 months	No

Name and Job title of person completing this form	Jess Millwood, CEO
Date of completion	30/07/2021
Name and Role of Board Member Approving Extension	Christine Morgan, Trustee, Chair Quality, Performance, Development & Human Resources

AUKKC Induction Policy

	Committee
Is the Extension Approved? If no, reason why not	Yes
Date of Extension Approval	05/08/2021
Date Policy Tracker Updated to Record Extension	

Document Control Information

Version History			
Version	Date	Detail	Author
2.0	Oct 2015	Policy added to MDI. Full review of content scheduled	Richard Brine
2.1	Oct 2019	Reviewed and Updated	Jess Millwood

Current Version	
Name of Group Approving the Document	N/A
Date of Group Approval	N/A
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Related Documents	
Author	Jess Millwood
Service Unit	All
Consultation Tracking Sheet	No

Approval Signature			
Version	Date	Signatory (Print)	Signature

AUKKC Induction Policy

2.1	2019	Jess Millwood	

AUKKC Induction Policy

CONSULTATION TRACKING SHEET

This document must be completed and accompany the document through the final ratification and authorisation process. A copy of this sheet should be included at the front of the final published policy.

Name of Document: AUKKC Induction Policy

Name of person / team / committee asked to provide feedback	Date feedback request sent	Feedback received (Y/N)	Feedback incorporated into Policy (Y/N)
QPD	28/10/19	Y	Y

Document History and Change Record

The following are registered holders of controlled copies of this document:

Position	Version
Business Manager (Management Representative)	2.0
CEO	2.1

Amendment History			
Version	Date	Amendment	Approved By
2.0	Oct 2015	Document control information added	Richard Brine
2.1	Oct 2019	Policy Reviewed and updated	QPD

AUKKC Induction Policy

Induction Policy

Introduction

The term 'induction' is generally used in a workplace context to describe the whole process whereby employees adjust or acclimatise to their jobs and working environment. The induction programme has to provide all the information that new employees need and are able to assimilate, without being overwhelming or diverting from the essential process of integration into a team.

The length and nature of the induction process depends on the complexity of the job and the background of the new employee. One size does not fit all – a standardised package is unlikely to satisfy anyone.

Purpose and content

The purpose of induction is to ensure the effective integration of staff into the organisation for the benefit of both parties.

A good induction programme contains the following elements –

- Orientation (physical) describing where the facilities are and the layout of the office
- Orientation (organisational) – showing how the employee fits into the team and how their role fits with the organisation's strategy and goals
- Health and safety information – this is a legal requirement.
- Safeguarding policy and procedures
- Confidentiality policy
- Equal opportunities policy
- Explanation of terms and conditions of service
- Details of Age UK Kensington & Chelsea's history and its full range of services
- A clear outline of the job requirements

The basics of the process

The structure of an induction programme depends on the nature of the job and its place in the organisation. The process begins at the recruitment stage and continues into employment. The line manager is responsible for the induction, but may not cover all the elements personally. If appropriate, a member of the team may be identified as a mentor or 'buddy'.

The induction plan can be divided into four areas, depending on the role.

1. Pre-induction (Carried out by the Office Administrator on the instructions of the new employee's line manager.)

Following a formal offer of employment, a contract will be sent and basic employment information for payroll purposes will be obtained.

2. The Organisation

AUKKC Induction Policy

- Welcome, introductions and basic housekeeping. This may include a tour of the office, keys, details of emergency procedures, equipment etc.
- Outline the scope of the induction plan and explain the probationary period process.
- Background information about AUK K&C including
 - history (merger with Sixty Plus, office moves etc.)
 - project leaflets
 - organisational chart
 - policies and procedures (scope)
 - annual report
 - newsletters
- Ensure all staff details have been completed and handed to the Office Administrator and Finance Officer as relevant. Ensure DBS checks have been submitted if required.
- Prepare photo ID.
- Go through contract of employment including pension arrangements.
- Go through IT system and recording procedures.
- Other office procedures.

3. The Job

- Go through the job description, identify support and training needs and clarify expectations.
- Discuss how this role fits into the organisation and how it links with other posts and projects.
- Ensure that the new employee makes appointments to meet with all senior managers or their delegates.
- Ensure that the new employee meets staff from the teams and projects to learn more about their roles. This should include some shadowing - accompanying other staff on visits or to meetings as appropriate.
- Go through the monitoring requirements and/or targets and ensure that these are understood.
- Explain supervision procedures and ensure that dates for team meetings are given.
- Ensure that policies and procedures that are particularly relevant to this post are clear, for example, home visiting, handling money.

4. The outside world

- As relevant, ensure the new employee has a list of relevant people and agencies outside of AUK K&C and encourage them to make appointments or identify opportunities to link up towards the end of the induction period. This will include relevant colleagues in the voluntary and statutory sectors.

Using these four areas as a guide, the line manager should complete a checklist with relevant detail, aiming to finish in about four weeks.

Timescales

AUKKC Induction Policy

AUK K&C posts are subject to a probationary period (currently six months). The induction period will normally last for up to four weeks with weekly meetings. For the remainder of the probationary period, supervision sessions may be held more frequently than usual, particularly in the early months.

Secondary Roles

If staff members subsequently move to a new role within AUK K&C, they should undergo a role appropriate induction. The line manager should discuss which areas of the organisational induction it would be useful to report and log this accordingly in supervision.