



BBUFA Staff/Volunteer Induction Policy

We will endeavour to follow good practice in relation to inducting staff and are committed to ensuring that staff and volunteers who join our organisation are as supported as possible. We seek to provide an appropriate induction for each individual which will include information about the organisation, the users and remit of our services, our policies and procedures and daily work practices. In addition to this we will ensure;

- New members of staff or volunteers will be inducted by the appropriate line manager. Introductions to other staff and volunteers will be made a priority.
- A general induction session will be carried out on the first day of employment.
- A copy of the employee pack will be given and when all policies and procedures have been read, s/he will sign the appropriate form to confirm understanding and a willingness to abide by them.
- Specialised induction sessions will be carried out with the appropriate member of staff at an agreed time and venue.
- The manager/session leader responsible for the area of work of the new member of staff will carry out a review of the induction process within four weeks of the start date.
- A performance review will be carried out by the appropriate line manager at the end of the agreed probationary period.

Induction Check List

- Welcome new staff member & introduce to others in team.
- Explain policies.
- Place to work set up ready.
- Shown round layout - kitchen, toilets, fire exits etc.
- Documentation completed, signed and filed.
- Staff pack provided.
- Organisation history and services explained.
- Job description discussed.
- Opportunity to observe work practice.
- Simple but relevant job given for first day.
- Site specific equipment demonstrated.
- Health and Safety explained.
- Food hygiene procedures.
- Review and evaluation explained with review meeting dates booked in.
- Positive feedback given.
- Checked understanding at end of day.

INDUCTION: HEALTH & SAFETY CHECK LIST

	Yes	No
<p>Health and safety checklist explained: One copy to be given to employee and one copy to be held in staff file.</p> <p>1. Hazards in the workplace</p> <ul style="list-style-type: none"> • Risk assessments explained. • Hazards discussed ie; Stacked chairs and tables, equipment in cupboards, carpet edges. <p>2. Hazardous substances</p> <ul style="list-style-type: none"> • COSHH explained. • Cleaning materials, glue, paint etc. <p>3. Lifting procedures</p> <ul style="list-style-type: none"> • Shown correct way to lift and move equipment. <p>4. Fire equipment</p> <ul style="list-style-type: none"> • Shown equipment at site and advised of correct way of use. <p>5. Evacuation procedures</p> <ul style="list-style-type: none"> • Explained evacuation procedures for fire, bomb scare and explosion. • Identified meeting point outside building. • Identified individuals specific role in evacuation procedure. <p>6. Food hygiene procedures.</p> <p>7. Wall displays</p> <ul style="list-style-type: none"> • Shown site /organisation wall displays to include; insurance certificates, site nominated and company first aider information, Ofsted certificates and information. <p>8. First aid box</p> <ul style="list-style-type: none"> • Shown where first aid box is kept. <p>9. Accident procedures</p> <ul style="list-style-type: none"> • Explained procedure for responding to accidents. • Shown accident book and how to complete records. • Identified who to report accidents to. <p>10. Safeguarding Children procedures</p> <ul style="list-style-type: none"> • Explained procedures for responding to suspected abuse to a child or in the event of an allegation against an adult in the setting. <p>11. Policies</p> <ul style="list-style-type: none"> • Copy of Health and Safety policy shown to employee. <p>I fully understand the correct health and safety procedures for</p> <p>Signeddate.....</p> <p>Signed on behalf of setting</p>		