

**Starting Employment & Staff Induction**

**INTRODUCTION**

BCC believes its employees are its greatest asset and recognises its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the Induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately can contribute to the success of the organisation.

To achieve this, new employees are introduced to working with the Charity by an Induction process that is outlined by their Line Manager and is normally discussed and agreed with the new employee on their first morning of work. The content and duration of Induction will be planned and will depend upon various factors – including, but not limited to, the experience and knowledge of the new employee, the availability of Trustees, Volunteers or other staff so required and the need for any job specific training or introductions to key contacts outside the Charity.

The maximum duration of the induction period will be 3 months and it’s aims are to:

* Create a positive atmosphere
* Address any new job concerns
* Increase comfort level and feeling of belonging
* Increase knowledge of the organisation and its procedures and policies
* Share organisational values
* Share job specific information

 At the completion of the Induction period then the following two objectives should be agreed as being satisfied, the completed Induction plan being signed off at this point by both the Line Manager and Employee:

* The new employee considers that they are integrated into the social group of the Charity and knows about and feels confident about undertaking the particular task that they will do within the whole system of the Charity.
* The Line Manager agrees with the new employee that they have the basic understanding of their new position and the ability to carry it out. Any immediate improvements or training requirements should be identified at this stage.

**STARTING EMPLOYMENT**

On the day that the new employee starts the Line Manager, with others involved, should set aside the time needed to welcome the new employee to the Charity in a suitable place that enables the exchange of any personal, confidential or formal documentation as required by the Charity.

After any initial welcome and introductions, the prospective new employee should provide all information, as required by the Charity and in Law, to enable their employment to commence. This is required to confirm that not only does their status meet the criteria needed to enter into employment with the Charity but also that the Charity has the necessary information to engage in the Induction process.

These may include as appropriate:

* P45 / new starter forms, National Insurance (NI) number – certification for reduced rate NI, Statutory Sick Pay (SSP) change over details
* Bank details. Personal pension criteria.
* Work permit, proof of ID/ eligibility to work in Scotland
* Documentary evidence of qualifications
* Driving Licence and Protecting Vulnerable Groups (PVG) certificate
* Emergency Contact Details

Originals or copies of such documentation may require retention by the Charity.

**THE INDUCTION PROCESS**

The Induction Plan should be outlined to the new Employee by their Line Manager (or designated deputy). This will be previously drawn up by the Line Manager, it will vary upon the need of the post but may include:

* An introduction to the history and ethos of BCC. It’s Charity status (SCIO) and outline of working partnerships and funders.
* A tour of the work premises (as appropriate) including the identification of their working area and facilities, Health & Safety matters, Accident / First Aid, Fire Equipment and Security Procedures. Introductions to working colleagues.
* A review of the Contract of Employment (C of E) including Pay, Benefits and Pension Policy - PVG registration – confirmation of the understanding of details
* A review of the Boleskine Community Care Handbook – discussion on contents
* A listing of any further relevant BCC Policies and Procedures with discussion to enable understanding
* A review and understanding of the ‘Job Description’ and the new employee’s responsibilities – line management clarification. Any immediate training needs.
* Job specific hardware and codes – eg IT equipment & website, related access codes also codes and keys to the premises - other equipment, supplies, files and records required for their work
* People & Contacts – e.g., Trustees, Volunteers, Care Co-ordinator & Workers, the ‘Community’ – services & engagement groups, Suppliers. Partners and Funders.
* Induction progress review meetings plan with review criteria (e.g. demonstrated capability to meet Job Description) and timescale to completion

Whilst day to day dialog is encouraged, Induction review meetings are an important two-way interchange of ideas - to formalise progress and improvements made and performance requisites achieved – dates for these meetings, together with key review criteria, should be included in the Induction plan.

If, at the end of the Induction Plan period, either the Charity or the probationary Employee decide that the performance or job-related criteria are not satisfactorily met then either the Induction period may be extended with any revised targets to a newly defined date or employment may be ended.

**COMPLETING INDUCTION**

At the end of the Induction period the Line Manager and Employee shall sign off the Induction Plan as complete – noting any outstanding points for training or improvement that are required but not achieved. The position then becomes ‘permanent’.

A list of ‘objectives’ should be drawn up with the Employee – these will form the basis for the first ‘Performance Review’.

Appendices:

Staff Induction – Plan and Review (EMP 03/1 &2)