

Quality Improvement Framework

Section 2 – Leadership and Management

Subsection: Inductions

Guidance Notes	Reflective Questions	Resources	Your Evidence
<p>A sound induction for any new starter – including students and volunteers – is an indicator of effective management.</p> <p>Things to consider for your induction procedure;</p> <p>Health – the individual’s well-being and any key issues you may need to be aware of.</p> <p>Safety, Security and Fire Evacuation – the internal policies and procedures that they need to familiarise themselves with.</p> <p>Facilities - Staff room, where personal belongings and mobile phones can be stored, schedule for break/lunch etc.</p> <p>Conditions of employment – Agreed working pattern, expectation of time keeping, policies and procedure for absences and leave entitlements etc.</p> <p>Professional conduct – expectations of behaviour/practice and personal presentation.</p> <p>Policies and Procedures – An introduction to policies followed by effective monitoring and allocated time for any support required.</p> <p>OAP – An introduction to observation, assessment and planning and other paper based tasks expected of their role.</p> <p>Practice – Allocated time to observe and feedback to the practitioner, student or volunteer.</p>	<ul style="list-style-type: none"> • Do you have an induction pack to formalise the process for new starters? • Looking at the list to the left, is there anything that your current induction procedure is missing? • Are inductions amended dependant on the role and responsibilities of the inductee? • How long is the induction? Is it a task that is completed on day one, or is it a process that takes time to embed? • Are there opportunities for peer support/mentoring for new starters? • What is the perspective of existing staff of their induction? Was there anything they were unsure or unclear of when they started that could be added to your current procedure? • What reassurance is given to new starters about the level of support that they will receive? • Are standards and expectations made clear from the outset? • How is the induction procedure documented? Is the documentation currently maintained, effective in capturing all relevant information? • If issues arise, does the induction procedure allow for an individualised approach? 	<p>Q Cards</p> <p>Staff Inductions (1)</p> <p>Training</p> <p>EED team training programme</p> <p>Useful Links</p> <p>ACAS</p> <p>Resources and templates</p>	<p>Guidance note: Remember to date your evidence to allow you to revisit and review relevance.</p>

Training and development – What CPD opportunities will be made available.

Support and Guidance - the process of supervisions and appraisals as well as the support and guidance that can be expected from peers and leaders.

Probationary period – allowing time for effective review of the member of staff, student or volunteer, to compliment an effective recruitment procedure.

- Is there a probationary period that runs parallel to the induction?