



A world in which Autism is celebrated.

Registered Charity No. 1152188

Employment

42. Induction of Staff, Volunteers and Managers.

Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

All potential employees are required to:

- Have completed an introductory safeguarding course prior to commencing employment. For those who have not previously accessed this we will provide a course as stated in policy number 42.a
- If Safeguarding training is outdated training will be booked. Any new staff members that are beginning work with Sunbeams with outdated safeguarding training will be mentored and supported until training is completed.
- Sign confidentiality, self-declaration, online acceptable use agreement and Data protection forms.

The manager/safeguarding lead inducts all new staff and volunteers ensuring they are fully aware of all requirements. The chairperson or senior manager inducts new managers. The induction period lasts two weeks during which the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

We have an induction plan for all new staff, which includes the following:

- To ensure all our policies and procedures are carried out a copy of policies and procedures will be handed out at induction and must be read and signed upon reading before directly working with the children and young people.
- Introductions to all staff and volunteers, including management and committee members.

- Familiarising with the building, health and safety and fire procedures.
- Introduction to parents/carers, especially parents/carers of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.

Successful completion of the induction forms part of the probationary period of 3 months.

This policy was adopted on

20th April 2015

Policy updated

April 2024

Last reviewed

February 2025

Next review date

February 2026

Signed on behalf of the management committee

.....

Date.....

Name of Signatory Susan Carr

Role of Signatory Manager