



ORE VALLEY HOUSING ASSOCIATION

STAFF INDUCTION POLICY

Issue No:	4
Responsible Officer:	Maryjane Elder (SCSO)
Author:	Lesley Cunningham (CSO)
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INTRODUCTION

Ore Valley Housing Association recognises the value, both to the individual and to the organisation, of providing each new member of staff with a comprehensive induction programme which is appropriate to their needs.

The aim of induction is to:

- To familiarise new staff members with Ore Valley Housing Association, it's culture, policies, procedures and staff members
- Assist the new staff member to settle in as quickly as possible
- Assist the new staff member to become familiar with their new job as quickly and as easily as possible, so that they become integrated and productive members of the organisation
- Foster a positive view of Ore Valley in the new staff member
- Develop a sense of purpose, responsibility and reliability among new staff

We acknowledge that induction begins during recruitment and selection, when the job applicant begins to form impressions from the advertising and recruitment material, and that it continues during the interview process.

This policy should be read in conjunction with the following:

- EVH Terms and Conditions
- Recruitment and Selection Policy
- Statement of Terms and Conditions
- Staff Development Policy
- Staff Training Policy

PURPOSE

In working within our Policy and Procedures on Recruitment and Selection, we will aim to ensure that a comprehensive, balanced and accurate view of the organisation is presented, to avoid any misconceptions or misunderstandings arising at an early stage and to assist in matching the best candidate to the post.

This policy will provide to support the induction of all staff into the Association, their immediate working environment and their job role, to ensure that all staff can understand and appreciate how they contribute to the corporate objectives and to function at a safe and competent level.

It is the aim of the Association to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible.

The induction period will normally last 6 months, i.e. as long as the probationary period, with the initial induction training normally being completed within the first 3 months.

We will ensure that each new member of staff receives regular opportunities to review their progress and discuss any issues or concerns with their Line Manager during the induction period.

RESPONSIBILITY

The Corporate Support Officer will be responsible for arranging the general part of the induction programme for a new member of staff, in liaison with the line manager and if necessary, the Chief Executive Officer.

The Line Manager will be responsible for arranging the introduction and training relating to the specific duties of the post. So far as is possible, the training programme will be directly related to the duties listed in the Job Description.

The Line Manager will be responsible for discussing HR topics including annual leave, flexible working, absence management and the importance of the policy being followed

GENERAL INDUCTION ARRANGEMENTS

Following the acceptance of an offer of employment, the CST will ensure that the new member of staff receives clear instructions in writing, with sufficient notice, regarding reporting for work on their first day (see Recruitment & Selection Procedures).

As stated above the CSO will, in liaison with the appropriate Line Manager, prepare an induction programme based on the checklists detailed in the Staff Induction Procedures. The individual programme will take into account:

- The responsibilities and seniority of the post;
- The hours of work (i.e. full time or part time, permanent or temporary);
- The need to balance assimilating new information with the new staff member's need to feel 'useful' and 'be doing something';
- The disadvantages of trying to cover too much detail at one time balanced with the need to complete initial induction within a reasonable time to avoid any difficulties in arranging time off for induction as the staff member becomes established in their job.

In drawing up the induction programme the line manager will where appropriate take into account the needs of particular groups, for example:

School leavers	adjusting to the new 'world of work' (routine, discipline managing money, acquiring qualifications etc)
Work placement students/long term temporary staff	a modified programme, depending on the length of stay and/or specific duties
Graduates	may have high theoretical knowledge but lack practical experience
Disabled	may require individually structure induction, plus raising awareness within Ore Valley
Ethnic Minorities	Ore Valley may require to give attention to and/or raise awareness about language, religious or social issues
Managers	often see a post in terms of their previous one and require a programme which includes time visiting other sections to help them to identify positively with their new job and role at an early stage;
Staff returning to work	depending on the length and reason for absence (e.g. maternity leave, long term sickness, secondments to other organisations may need some planned induction to include updates on developments or changes during their absence

The member of staff will be given a copy of their induction programme and they will be responsible for completing the form as their programme proceeds.

During the induction period the line manager will ensure that they meet with the member of staff at the intervals specified in the Procedures, normally at the end of each month. The purpose of such meetings will be to:

- Ensure that the staff member is clear about their duties and responsibilities, as detailed in their job description, and to clarify any queries;
- Monitor the staff member's progress during the induction period, ensure that they have covered the required tasks, duties etc. according to the programme to date, and that they are clear about what is expected of them as they progress.
- Where necessary, point out any areas where the required standard has not been achieved and set target dates for the required standard to be met;

- At the final meeting, advise if the induction period has been completed satisfactorily, and if so, agree objectives for the remainder of the year, for review during the staff member's first common purpose session;
- Explain the annual staff appraisal scheme.

The staff member will have the opportunity to raise any queries or concerns at any time during their induction period, through informal discussion with their Line Manager.

The staff member will also meet with the Director at least once during their induction period to review their experience to date.

As part of the overall review at the end of the probationary period, the Line Manager will ensure that the member of staff is advised formally whether further induction training is required before the appointment can be confirmed as permanent.

EQUAL OPPORTUNITIES

OVHA is an equal opportunities organisation and ensures equality of treatment for all customers without discrimination or prejudice based on a persons' gender, sexual orientation, race, ethnic origin, nationality, religion, age, disability or illness.

The Association will always seek to follow best practice in order to ensure that the above group needs are understood and implemented.

In line with the Association's commitment to equal opportunities, this policy can be made available in a variety of formats, including large print, translated into another language or on audio tape. Please contact our office on 01592 721917 or email at: ovha@orevalleyha.org.uk

MONITORING AND REVIEW

The CEO is responsible for ensuring that all staff comply with this Policy and the associated Procedures following the appointment of new staff.

The Corporate Support Team will ensure that this policy is reviewed at least every 5 years.