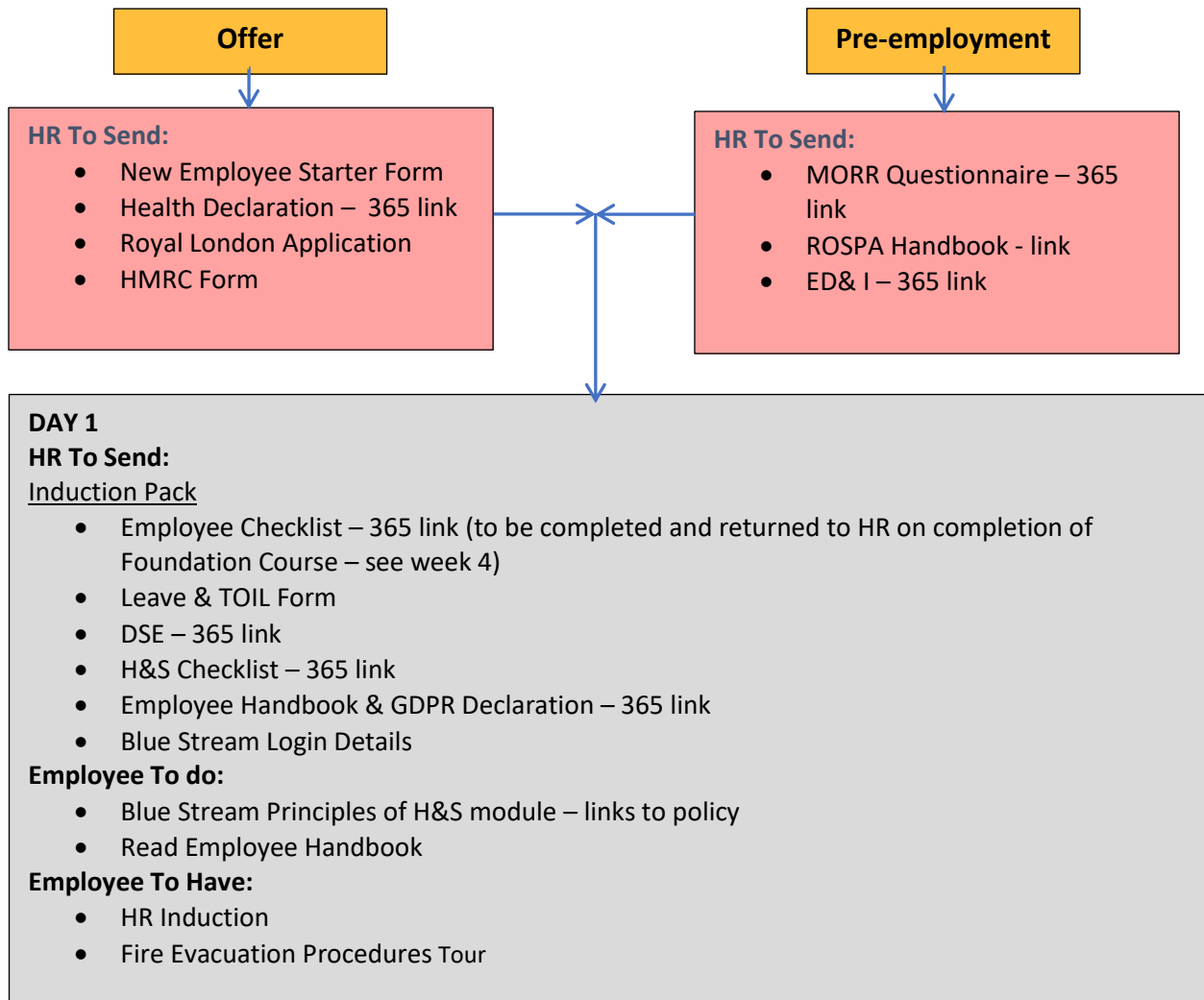


## Induction Guidance



**Week 1**

**Employee to read & complete:**

- Principles of Health & Safety module
- Sickness Absence Policy and Procedure
- Fire-Safety Module – links to Policy
- Movement & Handling Module – links to Manual Handling policy
- GDPR & Information Governance Module – links to Data Protection & Confidentiality Policy
- Sign Staff Handbook & GDPR Declaration – 365 Form
- General Role Familiarisation
- SLT 121s

**Week 2**

**Employee to read & complete:**

- Management of Working Hours Policy
- Accident and Incident reporting module
- Display Screen Equipment (DSE) module
- DSE Self-Assessment Form
- WFH Hybrid Working Policy
- Gift Acceptance & Bribery Policy & Procedure
- Dress and Uniform policy
- Disclosure-Information-Policy
- Giving information to the media policy and procedure
- Social Media Policy
- 121s

### **Week 3**

#### **Employee to Read & Complete:**

- Equality and Diversity Module – links to Policy and Procedure
- Prevention of Harassment and Bullying Module – links to Policy
- Mental Health and Wellbeing Policy
- The Management of Food Hygiene module – links to Policy and Procedures
- Electrical Safety Module
- Stress Policy
- Lone Worker Policy and Procedure
- Smoke Free Policy
- 121s

### **Week 4**

#### **Employee to Read & Complete:**

- Safeguarding-Children Module – links to Policy & Procedure
- Safeguarding-of-Adults-at-Risk-from-Abuse Blue Stream Module – links to Policy & Procedure
- Grievance-Policy-and-Procedure
- Disciplinary Policy
- Drug and Alcohol Policy and Procedure
- Environmental policy
- Attend Foundation Course – invite in offer letter
- Return Health and Safety Checklist – 365 Form
- Return Induction Checklist

**\*Please note – new recruits may attend the Foundation Course anytime between weeks 1 – 8 depending on when they are appointed and when the next scheduled course is due to run.**

**TREETOPS HOSPICE - MANAGER'S BASIC INDUCTION CHECK LIST**
**Nov-22**
**Employee name:**
**Employee start date:**
**Date Induction completed:**
**Employee name:**
**Line Manager name:**
**Employee signature:**
**Line Manager signature:**

<b>Pre- commencement</b>	<b>Line Manager</b>	<b>Done/carried forward</b>	<b>Signature</b>
Inform relevant staff of the imminent arrival of the new employee and their role			
Allocate a work area that is clear and accessible			
Allocate telephone/computer, prepare as far as possible that these are working and customised by submitting an IT requisition form to Facilities			
Consider allocating a buddy colleague for a period of time during induction (1 day/1 week)			
Pre-plan induction introduction meeting dates so that the new employee is expected by colleagues and is the focus of their attention for the time allotted			
Book any meeting rooms as appropriate			
Order in any PPE required			
Liaise with HR on next available foundation			
Arrange HR Induction for Day 1			
<b>DAY ONE</b>	<b>Line Manager</b>	<b>Done/carried forward</b>	<b>Signature</b>
Introduction to Treetops: Background and Mission & Organisation Chart			
Key job responsibilities/Information security/Data Protection			
Hours of work – departmental norms			
Meet the immediate team			
A tour of the building showing fire alarms/extinguishers and emergency exits. General office induction: cover the use of the telephone/fax/copier/e-mail/outlook/post room/internet/staff page including rules for personal use			
Any Uniform or PPE is allocated			
No Smoking Policy explained			
Explain the Teams Staff Rota/call-out/on-call responsibilities			

The agenda for week one and an overview of the full induction process should be detailed, including the week 4/8/13 reviews, 121 reviews thereafter, the PDR process and the week 25 review			
Ensure the Bluestream Induction, Principles of Health and Safety and Data Protection are completed			
Explain mandatory training required			
<b>Week 1 - 4</b>	<b>Line Manager/Facilities Manager</b>	<b>Done/carried forward</b>	<b>Signature</b>
Monitor the completion of mandatory training			
General role familiarisation			
Inform of First Aiders/Mental Health First Aiders			
Accident/ Incident reporting			
Explain job specific training required			
<b>•Meet and Greet (job relevant)</b>	<b>Line Manager</b>	<b>Done/carried forward</b>	<b>Signature</b>
Chief Executive			
Director of Clinical Services			
Director of Operations and Compliance			
HR Manager			
Director of Income Generation			
Director of Finance			
TS Manager			
Facilities Manager			
Wellbeing Manager			
Hospice at Home Manager			
Head of Lotteries			
Head of Retail			
Head of Community Relationships			
Head of Marketing			
Volunteer Services			
Complete 4 week review			
Please return :	To	<b>Done/carried forward</b>	<b>Signature</b>
Completed basic induction checklist to HR	Line Manager		
Completed 4 week review form to HR	Line Manager		
Completed H&S checklist and DSE to HR	Line Manager		
Completed GDPR Declaration sent to HR	Line Manager		

