Document name:	Values Based Corporate and Local Induction Policy (372)
Document type:	Policy
What does this policy replace?	Replaces previous Corporate and Local Induction Policy and Values Based Induction Policy.
Staff group to whom it applies:	All staff within the Trust
Distribution:	The whole of the Trust
How to access:	Intranet
Issue date:	July 2022
Next review:	July 2025
Approved by:	Executive Management Team 23 June 2022
Developed by:	Head of Learning and Development
Director leads:	Chief People Officer
Contact for advice:	Head of Learning & Development

Contents

South West Yorkshire Partnership NHS Foundation Trust

Values Based Corporate and Local Induction Policy

1.   Introduction

The purpose of this policy is to ensure that all new permanent and fixed term employees and those employees undertaking a significant role change or secondment within the organisation, complete the appropriate corporate and/or local induction programme(s) within stated timescales. This policy also includes medical employees, bank workers and agency staff and those on secondment working within the Trust.

Corporate and local induction are integral and key parts of the Trust's 12-month induction process to embed and reinforce organisational mission and values, and for ensuring that all new starters understand that their behaviour and that their contribution matters. They are also essential for ensuring that staff are welcomed and integrated into their role as quickly as possible, understand expectations and are safe.

The Trust offers rotational training placements to Doctors in training. These Doctors, depending upon the training scheme, can either remain employees of the host organisation which organises the training scheme, or become direct employees of the Trust. Placements typically last 6 months but may extend for up to three years. Regardless of employer, these Doctors are not required to undertake corporate induction unless working in the Trust for more than six months. All Doctors in Training however, are required to undertake local induction and associated mandatory training. Induction arrangements for Doctors in Training is set out in **section 11.**

This policy should be read in conjunction with all of SWYPFT's related employment policies available on the Trust's Intranet. For staff attached to/managed by the Trust in Integrated Service Teams, the policy and procedure should also be read in conjunction with the relevant Service Integration Framework.

The associated corporate induction programme and Trust local induction packs referred to in this policy are subject to change to meet evolving legislation, statutory and professional standards and good practice. The latest versions are available in the document store on the Trust Intranet and they include:

- Local induction pack for Non Medical Employees
- Local Induction pack for Medical Employees
- Local induction pack for Agency staff
- Local Induction pack for Bank staff
- Local induction pack for Volunteers

This policy and procedure has been written in accordance with SWYPFT's Policy for the development, approval and dissemination of policy and procedural documents (Policy on Policies).

2. Purpose and Scope

2.1   Corporate and local induction are intended to assist the individual in developing a wider understanding of the Trust, and have an important role in consistently communicating the organisation's vision, values and behavioural expectations. Induction is a process of engagement, not of training. Collectively, corporate and local induction will ensure employees:

- Feel openly welcomed into SWYPFT, and are given the message that they are valued and supported within the organisation.
- Understand the structure of the Trust, and how their service area/department fits into the organisation and the NHS as a whole.
- Understand what the Trust is striving to achieve, and how the individual's role, performance, and behaviour contributes to this.
- Receive the required practical information that will enable them to perform well.
- Understand risk management requirements and comply with these.
- Understand relevant policies, procedures and practices in the context of the area in which they will be working.
- Are orientated in effective practices in their local environment.
- Understand mandatory and other key training requirements associated with their role.
- Begin/maintain the process of continuous personal/professional development.
- Understand the values of partnership working with the recognised trade unions.

2.2   Failure to comply with this policy and procedure may result in the following risks:

- Importance of Induction is to give timely knowledge and skills to enable staff to be prepared and function effectively. This is in order to support the well-being of individuals.

- An effective induction is expected to ensure the individual's safety, understanding of their role, and to help them understand their contribution. Without this, there is a risk of reduced loyalty to the organisation, an increased employee turnover, and increased adverse incidents.

- Without a clearly described standardised approach to corporate and local induction, managers and staff may not be aware of their responsibilities, meaning induction is not effective or may be incomplete.

- Without a robust corporate and local induction process, the Trust may fail to comply with legal, contractual and professional requirements including, but not limited to, the requirements of the Care Quality Commission, NHS Litigation Authority and Commissioners of Trust services.

3. DEFINITIONS

3.1 Corporate Induction and Welcome Event

A Corporate Induction consists of the centrally organised Welcome Event that staff will be invited to attend **within the first 10 weeks of employment**. It is a formal welcome to the Trust by the Chief Executive and Chair, or other Executive, and Staff Side with mandatory attendance by new employees. The Welcome Event is designed to energise and inspire, explore Trust's mission and values, reinforce the importance of the contribution and impact of all employees, with signposting opportunities via the virtual Market Place, to information essential for new employees. The Corporate Induction also consists of working through online intranet content; (**The Five Step New Starter Process Appendix 1**). The Corporate Induction is not job role specific. Any staff member who experiences difficulty attending Corporate Induction and requires reasonable adjustment should contact Learning and Development directly to discuss.

As a minimum content the Corporate Induction programme will include:

- Mission, Values and Goals of the Organisation with a focus on organisational values through a set exercise.
- Role of Staff Side and partnership working.
- Overview of mandatory training and how to book on sessions – intranet.
- Useful information about the Trust's services.

A fresh eyes activity will be included in the corperate induction, and staff will be invited to share their views and recommendations on the Trust Ihub post, Welcome Event.

3.2 Local Induction

A local induction is a tailored induction within the workplace that staff will complete **within 4 weeks of commencement date**. This is normally conducted by the line manager (or person(s) nominated by the line manager) using one of the Trust's local induction packs (see Document Store on Trust Intranet) plus any other local additional materials/approaches specific to the individual's job role, service area or department. A local induction provides more specific information relevant to the individual's workplace, and job role, and meets mandatory and statutory requirements ensuring the safety of both employees and service users.

As a minimum local induction will include:

- Orientation to the local area and team.
- Reinforcement of Trust values and expected behaviours.
- Access to the Five Step New Starter intranet page.
- Access to the Trust's information systems.
- Access to the Trust's policies, procedures and other essential information.
- Explanation of Health & Safety, security, and emergency policies.
- Explanation of action to be taken in emergency situations.
- Reporting adverse events, incidents, errors and near misses.
- Confidentiality/Data Protection.
- Essential employment policies.

- Reporting concerns regarding essential standards of quality and safety.
- Identification of mandatory and core additional training requirements and making arrangements to attend training.
- Identification of training needs required to meet immediate competence gaps.
- Explanation of additional risk management duties for those with management responsibilities.

It is expected that all employees and managers will complete the corporate and local induction within the timescales specified, unless there are mitigating circumstances.

4. DUTIES

4.1 Trust Board

- The Trust Board is ultimately responsible for ensuring the organisation provides corporate and local induction programmes, and monitor compliance.
- The Trust Board will receive assurance of corporate and local induction uptake through completion reports as part of overall HR performance reports.

4.2 Executive Management Team (EMT)

- Approve this policy and ensure it has been developed in accordance with SWYPFT's Policy for the Development, Approval and Dissemination of Policy and Procedural Documents.
- Take appropriate action to address any identified factors affecting corporate or local induction provision or uptake.

4.3 Directors

- Implement this policy within their BDU or Quality Academy Directorate, ensuring that managers are aware of their responsibilities in relation to the induction of staff.
- Monitor induction uptake figures, and discuss non completion with managers where appropriate.
- Ensure resource issues and risks affecting provision or uptake of corporate or local induction in areas for which they are responsible, are brought to the attention of EMT.

4.4 Chief People Officer

- Ensure this policy is developed, maintained and controlled in accordance with Trust procedures.
- Ensure that processes are in place so that employees and temporary workers are inducted into the organisation as appropriate.
- Ensure all directors are aware of their responsibilities in relation to this policy.
- Provide performance statistics on corporate and local induction uptake to the Trust Board, and relevant management groups as appropriate.

4.5   Head of Learning and Development

- Produce, maintain and evaluate the Induction Policy, and associated procedures, and their effectiveness.
- Ensure appropriate learning and development contribution to design and delivery of corporate induction, in consultation with contributing staff and third party providers.
- Oversee central booking systems to enable managers and recruitment to book onto Corporate Induction Welcome Events.
- Maintain systems using the Electronic Staff Record (ESR) to record the completion of corporate and local induction for all employees to enable accurate, up to date induction completion reports to be produced for performance monitoring purposes.

4.6   Human Resources/Recruitment/Payroll

- Provide advice and support to Trust managers and staff, to ensure the consistent application of Trust policy and compliance with relevant employment legislation. Contact the Line Manager to arrange the Five Step New starter process to manage on the Trust's Intranet site.

4.7   Medical Manager

- Provide medical staff with the next available date for the Trust's Welcome Event, and ensure these are booked on as appropriate.
- Ensure new medical staff receive the local induction pack for employees.
- Complete relevant parts of the local induction pack together with medical employees and medical temporary staff.

4.8   Workforce Information

- Produce corporate and local induction uptake reports alongside mandatory training reports as part of Human Resources performance dashboards.

- Escalate non-attendance/non-completion of corporate and local induction to:

    1 month - the line manager
    2 month - reminder sent to the line manager
    3 month - BDU Director

4.9   Medical Postgraduate Administrators

- Support Doctors in Training to access the new starter information on the Trust's internet.
- Inform the Learning & Development department of the employed Doctors in Training who are not required (if working in the Trust for 6 months or less) to attend the Trust's Welcome Event.
- Inform the Learning & Development department of those Doctor's hosted by the Trust that are required to attend (working in the Trust for over 6 months) the Trust's Welcome Event.
- Provide a copy of the Trust's local induction pack to Doctor's in Training at the beginning of the placement, and inform them they need to complete with their manager.
- Inform appropriate Doctor's in Training (working in the Trust for over 6 months) to book onto the Welcome Event.
- Arrange training scheme induction for Doctor's in Training.

- Arrange IT access for Doctor's in Training where required.
- Arrange ID badges for Doctor's in Training where required.

4.10 Bank Service Manager

- Direct the individual to the new starter section on the Trust's intranet pages to access the induction programme.
- Oversee the booking of mandatory training.
- Ensure arrangements are in place for the individual to attend the Welcome Event.
- Discuss with bank workers, the need to complete a local induction pack when the individual is requested to work in an area based on the individual's work history, and familiarity with the work area concerned.
- Complete relevant parts of the local induction pack together with new bank workers when they are appointed.
- Manage non- attendance of the Trust's Welcome Event, and keep Learning & Development Department informed.
- Conduct 3 monthly audits of local induction completion to identify possible instances of non-compliance of new starting bank staff.

4.11 Line Managers

- Implement and monitor this policy and procedure ensuring that all employees and temporary workers, within their area of responsibility, who require induction have received corporate and/or local induction as required.
- Keep in contact with new employee (as you see appropriate) during notice period before start date.
- Ensure the individual has access to the new starter intranet pages, and ensure necessary support is provided for using the computer to access the information.
- Ensure that the Trust local induction pack, and additional specific local induction materials, are ready for the member of staff on their first day, including access to the Trust's computer system and printer facilities.
- Ensure that they, or an appropriate experienced member of staff, is nominated and available to complete local induction within required timescales.
- Provide protected time for staff to undertake corporate induction, and to complete local induction within required timescales.
- Copy of paper / digital Local Induction confirmation forms completed for employees and temporary workers to be forwarded to the Learning and Development department, to enable the completion of local induction to be recorded and monitored.
- Follow up and manage non-attendance of the Trust's Welcome Event.
- Follow up and manage non-completion of the Trust local induction pack within required timescales.
- Determine the specific local induction requirements for existing employees undertaking a significant role change, undertake necessary actions to help the individual to meet local induction needs, and maintain induction records in the individual's personal file.
- Complete local induction within 4 weeks of employees' commencement date.

4.12   Employees including Fixed Term

- Complete the corporate induction programme within 10 weeks of employment, starting online, attendance at the Welcome Event, and ending with 3 months 'Fresh Eyes' (new employees only). See (**Appendix1).**
- Ensure attendance at the Welcome Event where a digital register will be downloaded.
- Inform the manager and the Learning and Development department in a timely manner if it is not possible to attend the Welcome Event on the planned date.
- Actively participate in local induction with the manager/ designated person within required timescales.
- Follow required instructions, undertake required reading of essential information, and undertake mandatory and other essential training identified during the local induction process.

4.13 Volunteering Office

- The Volunteering Office have a specific Local Induction Pack for new Volunteers which can be accessed via the following link - Useful documents (sharepoint.com)
- Managers complete Local Induction with the new starter and both new starter and manager sign off the Local Induction, and return the confirmation form to the Volunteer Office.
- The Volunteer Office updates the Volunteer record to confirm that Local Induction has taken place.

4.14   Staff Side

- To work in Partnership with all parties to support the delivery of all aspects of induction
- To develop and deliver training material for presentation at the Corporate Induction Welcome Event
- Provide representation to deliver the Staff Side Presentation at the Welcome event
- Promote awareness of the policy and benefits of full engagement
- As TU representatives offer support and guidance on any aspect of the policy to members
- To reflect any issues raised by staff about the policy or its application to Head of L&D and Director of HR

5. PRINCIPLES

5.1.   Induction is mandatory for all new members of staff regardless of whether they are Trust employees or temporary workers. For Agency staff, local induction is required as mandatory only, and it is not a requirement that such staff complete corporate induction. Doctors in Training, must complete local induction, but completion of corporate induction is only required if working in the Trust for more than six months.

5.2.   In addition to new employees, existing members of staff who have had a significant role change, may require local induction - for example; if they have changed departments or roles, or have acquired additional management responsibilities. Managers should discuss local induction requirements with those concerned using the Trust local induction pack as a guide. It is not a requirement that existing employees changing departments or roles should complete corporate induction.

5.3   Local induction begins the day the new starter commences work. Employees are supported by their manager to work through an online set of instructions and information **(Appendix 1**). These provide a step by step approach to viewing key information including the Trust's mission and values, what services the Trust offers, Staff Side, mandatory training, and the Welcome Event.

5.4   All employees must receive a suitable local induction. This will include an appropriate period of orientation to the new department or role, and completion of an appropriate Trust induction pack. Local induction packs must be completed **within 4 weeks of the start date**. Local induction packs maybe supplemented locally by the manager with any additional arrangements, or information applicable to the role and local area.   Different Trust induction packs are required for employees and temporary workers.

5.5   In all instances, the mandatory training requirements of the individual should be identified as part of local induction. Regular mandatory training Sessions and elearning programmes are available for new starters, and new staff must attend / complete these for specific subjects as required as early as possible.

5.6   Doctors in Training will complete the local induction pack for medical employees with their manager. Several items in the pack will normally be completed together via dedicated local induction days arranged specifically for these staff by the Trust's Postgraduate Medical Administrator and/or manager. Induction arrangements for Doctors in Training is set out in (**section 10**).

6.   VALUES BASED INDUCTION PROCESS

6.1   The values based induction period consists of a structured programme of information, guidance, support and review. This structured approach will help create a positive and supportive working environment allowing the new employee to settle into the Trust, understand what to expect, and what is expected of them, and to learn the key elements of the job within a reasonable and realistic timescale. It is the manager's responsibility to ensure that each element of the programme is in place, and that both parties are clear of expectations. For band 5 clinical staff, values based induction will run alongside any preceptorship arrangements, and it will be necessary to refer to appropriate Trust documents regarding the latter for further guidance as appropriate.

6.2   Regular reviews must be undertaken by the line manager in line with the relevant Induction frameworks, Values into Behaviours, and Values Based Appraisal, *WorkPAL documentation is available to download from the Trust's Intranet*. Continually reviewing the new employee's performance, behaviour and competence is critical to a successful induction. Any issues that arise from this review process must be addressed as appropriate and as quickly as possible, with reference to existing Trust employment policies, to ensure that any ongoing corrective actions and support are identified. Guidance may be sought from Human Resources.

7. **CORPORATE AND LOCAL INDUCTION FOR NEW PERMANENT AND FIXED TERM EMPLOYEES (EXCEPT BANK WORKERS)**

7.1 The corporate and local induction procedure to be followed for new employees both on permanent or fixed term contracts of employment is set out in a framework located on the Trust's Intranet.

7.2 New starter information is available on the Intranet (**Appendix 1**). The individual must read, ensure understanding and complete the tasks set out in the new starter intranet pages starting on day 1 to be completed **within the first 3 working days**. Attendance at the Welcome Event is required within **10 working weeks of the employees commencement date**.

7.3 Completion of the local induction pack for employees is required **within 4 working weeks of the employee's commencement date**.

7.4 An experienced member of staff will complete all relevant sections together with the individual within required timescales. The Local Induction Pack is designed to complement corporate induction and should also be used alongside any other local arrangements specific to the individual's post / area of work.

7.5 The local induction pack contains checklists which should be filed on the employee's personal file, and also an induction confirmation form. The induction confirmation form will be completed **within 4 weeks of the employees start date**.

7.6 It is expected that the line manager will meet the new employee to agree work priority areas and objectives as part of the local induction.

7.7 Band 2 Health Care Support Workers will undertake an in-house Care Certificate Induction Programme., with the expectation of full completion **within 12 weeks**. After the initial 2 weeks Care Certificate they will then undertake the Trusts local induction. If the care certificate has been completed in another organisation and the staff member has proof of completion, this will be assessed against SWYPFT criteria to identify whether any further learning is required.

8 **CORPORATE AND LOCAL INDUCTION FOR BANK WORKERS**

8.1 The corporate and local induction procedure to be followed for bank workers is set out in a framework located on the Trust's Intranet.

8.2 Current SWYT employees joining bank are not required to attend Welcome Event, and is only required for bank workers who are new starters with the Trust. In this case, attendance at the Welcome Event is required **within 10 weeks of the workers commencement date.**

8.3 Bank workers will be paid to attend the Welcome Event in the same way as for paid work.

8.4 Current SWYT staff working bank are not required to complete Local Induction unless they are unfamiliar with their area they are deployed to.

8.5 Bank workers must complete the relevant parts of the local induction pack before undertaking any duties in a new area. The need to complete a local induction pack when deployed to a new area must be discussed and agreed by the Bank Office with the individual. Completion of local induction packs will be commenced by the Bank Office, and completed by the manager/experienced member of staff and employee.

8.6 Completion of the relevant parts of the local induction pack (checklist 1) must be done immediately on day one of the individual's start (if deployed for less than five days). Checklist 2 within the pack must be completed over the subsequent four weeks if the individual is deployed to that area for more than five days. Where bank workers are deployed for more than 5 days but less than 4 weeks, full completion of checklist 2 may not be possible depending on the duration of the deployment, but the manager must take all reasonable steps to prioritise outstanding items and ensure completion as fully as is practical.

8.7 The local induction pack should be used alongside any other local arrangements specific to the area to which the bank worker has been deployed.

8.8 The local induction pack contains checklists which once completed should be retained by the individual. On completion of the local induction pack, a copy of the completed checklists should be forwarded to the bank office and a copy of the Local Induction confirmation form forwarded to Learning and Development so that records can be updated.

8.9 The Bank Office will conduct 3 monthly audits comparing names of new bank workers/ bank workers deployed to new areas with copies of received local induction checklists. Instances of non-receipt will be used to trigger investigation of possible instances where local induction may have been required, but not completed or confirmed by the individual.

8.10 Band 2 Bank Health Care Support Workers will undertake a paper based Care Certificate induction with an expectation of **completion within 5 months**.

9.   LOCAL INDUCTION FOR AGENCY STAFF

9.1 The local induction procedure to be followed by agency staff is set out in a framework located on the Trust's Intranet.

9.2 Agency staff are not required to complete corporate induction.

9.3 Agency staff must complete the local induction pack for agency staff before undertaking any duties. All relevant employment checks will have been completed by the bank office prior to the agency member of staff arriving on the area. The manager will download a copy of the local induction pack and make sure that either they, and/or an appropriate experienced member of staff complete all relevant sections with the individual within required timescales.

9.4 Completion of the relevant parts of the local induction pack (checklist 1) must be done immediately on day one of the individual's start (if assigned for less than five days). Checklist 2 within the pack must be completed over the subsequent four weeks if the individual is assigned to that area for more than five days. Where agency staff are deployed for more than 5 working days but less than 4 weeks, full

completion of checklist 2 may not be possible depending on the duration of the assignment, but the manager must take all reasonable steps to prioritise outstanding items and ensure completion as fully as is practical.

9.5 Where Agency staff are expected to work more than 12 weeks (or are extended beyond 12 weeks, care should be taken to ensure that checklist 3 of the local induction pack is completed to cover the agency worker's legal rights, seeking HR advice as required.

9.6 The local induction pack should be applied alongside any other local arrangements specific to the area to which the agency worker has been assigned.

9.7 The local induction pack contains checklists which once completed should be retained by the manager. On completion of the local induction pack, a copy of the Induction Confirmation Form should be retained locally.

9.8 It is the services/line managers responsibility to maintain the documentation for induction for monitoring and auditing purposes.

10 LOCAL INDUCTION FOR EXISTING EMPLOYEES UNDERTAKING A SIGNIFICANT ROLE CHANGE

10.1 It should be noted that there is no requirement for the employee to complete corporate induction and likewise parts of the local induction may not be required if the individual is already familiar with local working practices, the local area and the requirements of the new role etc. Examples of significant changes such as promotion/move to a different staff group will require completion of the local induction pack. This should be determined on the individual's first day by the Manager (or an appropriate, experienced person) in consultation with the individual.

10.2 The manager and/or an appropriate, experienced member of staff will complete the appropriate induction pack (and any other local induction materials specific to the area) in the same way as for new employees.

10.3 For employees' making a significant role change within the Organisation, the local induction checklist should be retained by the department/ service. There is no requirement to send this to Learning & Development.

10.4 It should be noted that any changes to the circumstances of existing staff may have implications for the individual's Mandatory Training requirements. The Trust's Mandatory Training Policy should be consulted accordingly to identify whether any new training requirements and core additional training apply.

11 LOCAL INDUCTION FOR DOCTORS IN TRAINING

11.1 A framework for the local induction of Doctors in Training is located on the Trust's Intranet.

11.2 Doctors in Training are only required to complete corporate induction if working in the Trust for more than six months.

11.3 Where completion of corporate induction is required, the Medical Postgraduate Administrators will support the individual to access the new starter information on the intranet (**Appendix 1**). The individual must read, ensure understanding and complete the tasks set out In the new starter intranet pages, bringing completed work to the Welcome Event. Attendance at the Welcome Event is required **within 10 working weeks of the individual's commencement date**. Medical Postgraduate Administrators will inform Learning & Development of Doctors not employed by the Trust and who are going to be hosted by the Trust for over 6 months. They will tell the Doctor in Training to contact Learning & Development to book onto the Welcome Event (within the required timescale). It is the line manager's responsibility to monitor attendance for the Welcome Event.

11.4 Doctors in Training receive induction onto the training scheme organised by the Medical Postgraduate Administrators, in addition to the Trust's local induction when they commence with the Trust. This applies whether or not they are Trust employees or employees of the host organisation responsible for hosting the scheme.

11.5 All Doctors in Training will complete the local induction pack for medical employees with their manager. Completion of the local induction pack is required **within 4 weeks of commencing** and is the responsibility of the manager to monitor.

11.6 The manager will sign off relevant parts of the local induction pack, including those activities covered as part of the individual's confirmed attendance at the local induction event. Outstanding items in the pack must be completed by the individual with the relevant Consultant.

11.7 The Trust's local induction pack should be used alongside any other local arrangements specific to the area, to which the individual has been deployed.

11.8 The local induction pack contains checklists which once completed should be retained by the individual, and also an induction confirmation form should be forwarded by the manager to the Learning & Development Department . This is to enable confirmation of local induction and to ensure details of mandatory and core additional training is recorded.

11.9 It is the manager's responsibility to contact the individual and Consultant concerned to follow up if confirmation of completed local induction is not received within required timescales.

12. DEVELOPMENT PROCESS

12.1 This policy updates the Trust's previous Induction Policies to reflect changes in the Trust's approach to corporate and local induction and to ensure alignment with the Trust's values based induction process. The revised policy also simplifies a number of procedural aspects relating to monitoring and reporting induction compliance and has been adpted due to change in procedures during Covid 19

12.2 This policy follows extensive consultation with all stakeholders involved in providing, supporting and/or monitoring all aspects of corporate and local induction for all staff groups.

12.3 Draft versions of the policy have been circulated for comment to relevant individuals/teams involved in the overall management of induction and provision of the Trust's Welcome Event.

12.4	An Equality Impact Assessment has been completed for this policy and can be found at (**Appendix 3)**.

## 13.	DISSEMINATION AND IMPLEMENTATION ARRANGEMENTS

13.1 Promotion and Communication

- The current version of this policy is to maintain exclusively on the Trust's internet in the Document Store. This will be supplemented by corporate and local frameworks and local induction packs.

- Members of the Learning and Development Department to raise and maintain awareness of the policy with managers and staff during scheduled meetings, and in response to information requests regarding the induction process or uptake.

- The implementation of the policy will be supported by all managers responsible for managing staff and all teams involved in providing, supporting and/or monitoring all aspects of corporate and local induction.

13.2 It is not anticipated that specific training will be required to implement this policy. Advice, guidance and coaching however, will be provided by the Human Resources Team.

## 14.	PROCESS FOR MONITORING COMPLIANCE AND EFFECTIVENESS

14.1 Learning & Development Department will be responsible for the governance of corporate and local induction for all new permanent and fixed term employees according to completion periods as outlined in the policy.

14.2 The Bank Office will monitor the completion of corporate and local induction for temporary employees, and managers are responsible for monitoring the completion of corporate and local induction for Doctors in Training.

14.3 All line managers are responsible for monitoring and ensuring required completion of induction within required timescales.

14.4 For employees not completing corporate and/or local induction within the specified timeframes Workforce Information will escalate as below:
- ....Following 1 Month – the line manager
- ....Following 2 Months- send final reminder to the line manager
- ....Following 3 Months – BDU Director

14.5 Complaints in relation to the application of the policy will be investigated as they arise, ensuring that issues are addressed both through feedback to managers, the

Learning and Development team, contributing teams and through policy amendments as required.

15   REVIEW AND REVISION ARRANGEMENTS

15.1 This policy will be reviewed three years from the date of approval or sooner if there is a requirement to meet legal, statutory or good practice standards.

16 Appendices

1.. Corporate Induction Programme & Welcome Event
2.. Induction Frameworks
3.. Local Indution Packs
4.. Equality Impact Assessment
5.. Checklist For the Review and Approval of Procedural Document
6.. Version Control Sheet

CORPORATE INDUCTION PROGRAMME & WELCOME EVENT

Before Employee Starts

- The manager applies for the new starter's IT login a **minimum of 5 working days before the employee start date**, regardless of whether they will be required to use a computer in their day to day work. It is essential that the new starter can access the intranet and in particular the New Starter intranet pages on day one.

- The manager sends the 'new starter policies page' link Human Resources Policies and Procedures (sharepoint.com) to the employee to read and to understand a any policies relevant to their role.

On Employee Start Date

- The manager gives the new starter their login and directs them to the new starter section of the intranet: Induction (sharepoint.com) This forms part of the induction process and it is compulsory that the new starter accesses these pages. The manager or another named individual should support any employees who are not confident with using a computer.

- The manager makes sure that the new starter can access and understand all sections within the new starter section. There are 5 steps to follow, including a 'welcome' on the first page, with each page leading on to the next. The sections are as follows:

  o **Welcome message from the Chief Executive**
    This is a message from the Chief Executive talking about the Trust, welcoming the new starter to the Trust and explaining how important it is to live the Trust's values.

  o **Step one: Our mission and values**
    An explanation of the Trust's mission and values, reiterating the importance of these.

  o **Step two: Mandatory training**
    The manager should agree dates and book the new employee onto the appropriate training.

  o **Step three: Useful information**
    This provides the opportunity for the new starter to find out about the Trust services.

  o **Step four: Staff side**
    A section dedicated to the work that staff side does, including how to enrol.

- o **Step five: Keeping up to date**

    This page includes a number of links to helpful information. For example, how to keep up with what's going on in the Trust, how to enrol in the bike to work scheme, where to go to find out more information on how to keep well at work to name but a few sections.

- **The Welcome Event**

    Learning and Development will contact the manager of the new starter as soon as the individual has been added to the Electronic Staff Record to enrol onto the next Welcome Event.

    The Welcome Event lasts for approximately 2 hours, and employees should return/start at work for the rest of the day if that is their usual working pattern. If it is their non-working day, the manager must work with them to make arrangements to attend.

    Time sheets will be signed by the line manager for attendance at the Welcome Event. An attendance record will be downloaded by the Learning and Development Co-ordination team.

    Participants will be provided with programme details, times and log in details by Learning and Development as part of the booking process.

    Any queries about the Welcome Event should be directed to the Learning and Development Department.

Induction framework

For new permanent and fixed term employees and staff on secondment(except bank workers)

Understanding and commitment to the values based contract
Offer of Employment

Sign and send back a copy of your terms and conditions of employment

Keeping in contact
Period before start date

Keep in touch with your new employee

Organise IT access
Service Desk (sharepoint.com)

Organise mandatory training as appropriate with Learning and Development Step three - Mandatory training (sharepoint.com)

Commitment to policies, procedures and practices
Day one

Key:

Employee does this

Manager does this

Contract Learning and Development to arrange Welcome Event

Show your new employee the induction policy and any other policies you think they'd find useful in their role
Document store (sharepoint.com)

Confirm mandatory training schedule and completion of e-learning courses

If using clinical systems ensure Information Governance training is completed prior to accessing patient/service user data

Complete a copy of guidance for new employees

Agree dates for formal review meetings and date for agreeing new objectives

Make sure you've completed the five step new starter process
Induction (sharepoint.com)

Complete checklist 1 in local induction pack for employees (non-medical)
Induction (sharepoint.com)

Understanding and agreeing job role
Within Four Weeks

Complete checklist 2 in local induction pack for employees (non-medical)
Induction (sharepoint.com)

Agree priorities and objectives to work towards in the next 12 months. Discuss WorkPAL E-Appraisal system and signpost to guidance
2022 WorkPAL E Appraisal (sharepoint.com)

Complete induction confirmation form and send this to learning and development.
Induction (sharepoint.com)

Feeling part of the Organisation
Within Ten Weeks

Attend your Welcome Event

Access your Workpal account using your registration email and update your agreed objectives

Review and evaluate experiences
Within Three months

Have your first review meeting to check progress.

Completion of intermediate review meeting
Within Six months

Have your intermediate review meeting to check progress, wellbeing and performance against objectives.

Completion of penultimate review meetings
Within Nine months

Have your penultimate review meeting to ensure the objectives will be achieved within the twelve months period

Completion of values based induction
Twelve months

Have your 12 months initial objectives review meeting with successful completion letter to satisfy the values based induction period. Objectives and performance will then fall in line with the Trust's annual appraisal cycle.

Induction framework

For Doctors in Training

Period before start date

Doctor inducted to Rotational Training Scheme by host organisation/Employer

Doctor rotates to a different placement normally every six months

Doctor in SWYPFT for more than 6 months

Notify Learning and Development of new individual

Contact Learning & Development and book onto Welcome Event

Organise IT access

Show your new employee the induction policy and other policies you think they'd find useful in their role

Complete check list 1 in induction pack (Medical)

Make sure you've completed the 5 step starter new starter process

Doctor in SWYPFT for less than 6 months

Arrange local induction programme,

Organise IT access

Show your new employee the induction policy and other policies you think they'd find useful in their role

Begin to complete induction pack, including any local induction events

Within Four weeks

Complete checklist 2 in induction pack (medical)

Complete induction confirmation form and return this to Learning & Development

Complete induction confirmation form and return this to Learning & Development

Update ESR to confirm Local Induction has taken place

Update ESR to confirm Local Induction has taken place

Within Ten weeks

Attend your Welcome Event

Non-attendance/non-completion of corporate and local induction bring to the attention of Learning & Development

Non-attendance/non-completion of local induction bring to the attention of Learning & Development

Update ESR with attendance at local induction events to record associated mandatory training

Update ESR with attendance at local induction events to record associated mandatory training

Continued non completion of corporate and local induction bring to the attention of appropriate senior manager(s)

Continued non completion of local induction bring to the attention of appropriate senior manager(s)

Key

Doctor in Training does this

Medical Manager does this

Medical Post Graduate Administrator does this

Learning & Development does this

Induction framework

For Agency staff

Day one

Complete relevant Agency staff medical/non-medical Induction Pack (Checklist 1)

Within Ten days

Complete checklist 3 (Agency staff medical/non-medical induction pack) if employee is expected to work more than 12 weeks

Within Four weeks

Where assigned to area for more than 5 days complete relevant temporary staff medical/non-medical induction pack (Checklist 2)

Complete induction confirmation and file this locally to confirm that Induction has taken place.

Key:

Agency staff does this	Manager does this

Induction framework

For Bank Workers

Bank worker new to SWYPFT

Existing worker Joining bank

Offer of employment

Send agreement, clearance to work and link to Trust internet site

Period before start date

Attend Pre Registration checks

Contact L&D to book Welcome Event

Direct to 5 step new starter process on Intranet

Identify mandatory and essential to job role training requirements

Identify any mandatory and essential to job role additional training

Day 1

Book mandatory and essential to job role additional training with Learning & Development

Book any mandatory and essential to job role additional training with Learning & Development

Complete checklist 1 in the induction pack (if deployed for less than 5 working days)

Complete a local induction pack depending on familiarity with the area

Make sure you've completed the 5 step new starter process

If unfamiliar complete checklist 1 in the induction pack (if deployed for less than 5 days)

Complete checklist 2 in the induction pack (if working in the area for more than 5 working days)

If unfamiliar complete checklist 1 in the induction pack (if working in the area for more than 5 working days)

24

| Send copies of completed checklists to Bank Office | Send copies of completed checklists to the Bank Office |
| Send Induction confirmation form to Learning and Development | Send Induction confirmation form to Learning and Development |

Within Ten weeks

Attend your Welcome Event

Bank worker to forward timesheet for authorisation to manager

Record bank workers attendance and inform bank service manager of any non-attendance

| Conduct 3 monthly audits to identify non-receipt of induction checklists | Conduct 3 monthly audits to identify non-receipt of induction checklists |

Key

| Manager of area does this | Learning & Development does this |
| Bank worker does this | Bank Office does this |

Local Induction Pack for Employees (Non Medical)

This pack should be used for any of the following staff groups:

- *New Permanent or Fixed Term Employees*
- *Existing Employees with a Significant Role Change*

Employee Name…………………………………………………………

Post Title……………………………………………………………….

Department/Location…………………………………………………...

Start Date……………………………………………………………….

Line Manager…………………………………………………………..

CONTENTS

- **CHECKLIST 1:** To be completed for all staff on first day

- **CHECKLIST 2:** To be completed for all staff within 4 weeks (for bank staff completion only required if working in the area for more than 5 working days)

- **CHECKLIST 3:** Only required for those with management/supervisory responsibilities or for newly promoted managers or supervisors. To be completed within 5 working days.

- **INDUCTION CONFIRMATION FORM**

As a large a complex organisation, it is important that new staff, or existing staff who have had a significant role change, are welcomed and settled into their job as smoothly and quickly as possible. As an organisation committed to learning, SWYPFT also believes that staff development begins during the individual's induction to the local working environment where the individual is to start or continue their career.

The aim of this pack is to ensure that staff complete an effective induction into the workplace in a timely manner and to a consistently high quality. The induction checklists included in the pack are designed to ensure that the member of staff is aware of their obligations and feels as safe as possible in their new environment.

Because SWYPFT is such a large and complex organisation, it is not possible to include every specific induction requirement which reflects the needs of every role in every service in every Business Unit or Directorate. This pack therefore **does not replace** work area specific induction arrangements which may already be in operation. It is intended rather, to **support** existing arrangements by providing an underpinning organisational perspective and a consistent approach to key areas considered important for most staff regardless of area of work.

The line manager / immediate supervisor has the most important role to play in induction and must ensure that the process is completed and that additional, local checklists are included to reflect the local context. After the employee, the manager has the greatest interest in seeing that a new member of the team is settled in and established as quickly as possible if the employee is to become *effective* as quickly as possible.

IMPORTANT NOTES

- **This pack must be used in conjunction with the SWYPFT Induction Policy and Procedure to ensure understanding of responsibilities, timescales and associated induction processes and procedures.**

- **The completed Induction Confirmation & Baseline T&D Needs Form <u>must be returned to the Learning and Development department</u> to ensure that completion of local induction is centrally recorded for monitoring purposes and to enable T&D needs of the individual to be taken into account for future planning.**

- **The pack must also be used for existing employees undertaking a significant role change on either a permanent basis, or as a temporary movement to a higher pay band. However, in acknowledgement that the individual may have existing local and organisational knowledge, only those items on the induction checklists which are relevant need to be completed for such staff. Where it is not relevant please inform the Learning and Development department so that local induction is not shown as outstanding**

CHECKLIST 1: TO BE COMPLETED FIRST DAY		
	Date	**Manager Signature**
Welcome to the organisation / department; introduce to available team members, including manager/supervisor/mentor where appropriate		
Explain this induction pack and check arrangements for attending Corporate Induction programme		
Issue relevant / useful commencement documentation/ forms – timesheets, claim forms, annual leave forms etc		
Give tour / explanation of department / site, including: - Tea/coffee/canteen facilities - Workstation/desk/locker - Toilets - Staff room(s) / changing (rooms) - Accessing / exiting the dept & disabled access as appropriate - Relevant managers and colleagues - Car parking / permit procedure / insurance / lease car scheme - General travel at work requirements, including driving licence, business insurance & MOT checks		
Explain pay details: - When Paid - How Paid - Timesheets / E-rostering - Flexible working options and time recording - Mileage/expense claims		
Check understanding of contractual details including: - Hours of work / work rotas / on call arrangements - Annual leave and leave request procedure - Sickness notification - Maternity, emergency and other leave		
Discuss role/function of the dept and how individual's job role supports this		
Discuss email, intranet, phone us and protocols, and other relevant IT system access and arrange as necessary		
Ensure access to and awareness of location of relevant Employment, Clinical and Health & Safety policies and procedures.		
Explain procedure for acquiring an ID badge and arrange as necessary		
Refer to uniform / dress code policy. Explain/check requirements for personal protective clothing/uniform and order as appropriate or required		
Brief on security procedures including lone working, personal property, close of house etc. Arrange issue of any security/access code, keys. Explain reporting mechanism for any losses or incidents. Explain/check requirements for safety equipment e.g. personal attack alarm and order as appropriate or required		
Discuss Health & Safety and Emergency procedures. Identify individual responsibility for Health & Safety and the name(s) of safety representative(s) for the area		
Advise on any specific Health and Safety hazards, including COSHH within the work environment, and control measures in place including personal protective equipment (e.g. personal attack alarm) and clothing.		
Consider any lone working and discuss and agree procedures.		

Ensure aware of the identity and location of the nearest first aider and first aid box and what to do in the event of medical emergencies		
Brief on fire precautions, including: - Location and operation of alarm points / location of extinguishers - Actions to take on hearing the alarm - Evacuation procedures and fire assembly points - Name of Fire Warden/Marshall		
Refer to the accident/incident reporting procedure and the importance of reporting all accidents/ incidents or near misses		
Refer employee to relevant policies as appropriate for recommended reading: - Annual Leave - Appraisal - Performance & Capability - Data Protection / Confidentiality / Information Governance - Disciplinary - Email - Equal Opportunities - Financial Standing Orders & Standing Financial Instructions (where appropriate) - Flexible Working - Grievance & Collective Grievance - Harassment and Bullying - Intoxicating Substance Misuse - Mandatory Training - Professional Registration of Drs, Nurses and AHP's - Whistleblowing - Sickness Absence and Attendance - Smokefree - Special Leave - Standards of Business Conduct - Internet		
Explain/refer individual to key Clinical, Health and Safety and other policies and procedures immediately relevant in the context of the individual's role and area of work		
Explain/refer individual to Freedom to Speak Up Guardians Information on Trust Intranet Site		
Identify immediate duties the individual may be asked to perform for which they do not have the relevant training or competence and how these will be addressed		
Make arrangements for the individual to receive infection prevention and control training within the first week		
Make arrangements for the individual to receive RRPI training as appropriate to the role as soon as possible		
Identify any special requirements the individual may have and discuss support available where appropriate e.g. childcare		
Explain any other items specific to the department / job which are considered essential on day one (extra sheet of induction items specific to the department may be attached).		

CHECKLIST 2: TO BE COMPLETED WITHIN 4 WEEKS		
Explain the roles and responsibilities of others in the team and provide contact details as appropriate		
Give an overview of the organisation including: - structures - Mission and Values - Key depts and contacts - Wellbeing at Work support offer including Occupational Health/ staff networks etc - Payroll, Human Resources, Learning & Development, Chaplaincy, - Health & Safety, Staff Side		
Discuss the nature and needs of local service users / groups (where appropriate)		
Discuss team priorities / objectives and how the individual's role fits with achieving these		
Explain Pay structures/increments and how these are linked to the Knowledge and Skills Framework		
Explain the Appraisal process, and the WorkPAL E-Appraisal system, including expectations for performance and behaving according to organisational values. Agree initial objectives to work towards within the next 12 months.		
Identify and discuss Trustwide mandatory training requirements and any other Essential to Job Role additional, and professional training the individual is expected to undertake. For any Mandatory or Essential to Job Role training that is aligned to the Core Skills Training Framework (CSTF) and has been transferred, please refer to local Trust information for each subject by accessing relevant Policies/Intranet Pages/contacting the Specialist Advisor (refer to Mandatory Training Policy for guidance). Make arrangements to undertake all required training as early as possible.		
Explain the Study Leave process. Discuss the training and development needs that may be required for individual to fulfil his/her role. (All required / requested training should be arranged where available and documented on the Induction Training Needs form		
Explain in more detail / invite questions in relation to policies covered in Checklist 1, and / or any other policies and procedures that the individual may like to discuss		
Discuss relevant legal, statutory and professional requirements as appropriate		
Explain any outstanding service-specific / specialist work or quality standards, Codes, policies, procedures and conduct (legal and statutory requirements)		
Explain/refer individual to EPRR policy and associated documentation relevant to the individual's area of work i.e., Business Continuity plan.		
Printing and use of patient or other staff identifiable information – Every task involving personal data for example the printing and use of patient or other staff identifiable data must be **necessary** in that the objective cannot be achieved in any other way. This is of particular importance within patient accessible areas for example inpatient wards. Printing of electronic records and routine use of this information will not take place on the wards.		
Where appropriate Identify a supervisor and arrange first supervision session. Refer to Trust Supervision Policy (Clinical/Management)		

Identify Responsible Person for incident investigation / risk assessment within the service area/department and ensure awareness of this role.		
Explain general and administrative procedures, including where appropriate, filing, post, access to photocopying/scanning, access to typing, telephone use, IT- related procedures		
Complete additional department/role – specific induction including relevant clinical, health and safety and other policies and procedures as appropriate (extra sheet of induction items specific to the department may be attached).		
CHECKLIST 3: ADDITIONAL ITEMS FOR THOSE WITH MANAGEMENT/SUPERVISORY RESPONSIBILITIES OR FOR NEWLY PROMOTED MANAGERS OR SUPERVISORS. TO BE COMPLETED WITHIN 5 WORKING DAYS.		
Highlight the importance of the Risk Management Strategy, ensure this is read and following areas understood: - Specific areas of a manager's/supervisor's responsibility - Accountability arrangements - Risk Identification Process and Common Tool for Risk Assessments. - Risk Management Key Contacts - Risk Management Structures		
Ensure the Manager/Supervisor is aware of how to investigate incidents according to SWYPF policy/procedure		
Ensure awareness of departmental Health and Safety baseline assessments and other local risk assessments. Ensure understanding of relevant risks and existing control measures		
Identify associated learning and development requirements including: - Mandatory and Essential to Job Role training requirements (consult policy) - Risk Management for Managers course - IOSH Risk Management training course - Other specific risk related training - Coaching from relevant specialist advisor / team (All required / requested training should be arranged where available and documented on the Induction Confirmation Form		

INDUCTION CONFIRMATION FORM:

I confirm that all mandatory, essential to job role additional and /or professional training requirements have been scheduled as per my role required.

For any further development required to fulfil my role I will refer to the study leave policy.

Declaration. Please complete retain a copy and return this page (only) to the Learning and Development Department within 4 weeks. This will ensure:

- Completion of Local Induction is centrally recorded for performance monitoring purposes:

We confirm that Local induction has been completed:

Name of Employee_____ Post Title_____ Emp No _____

Signature & Date_____

Employment Start Date _____

Name of Manager_____ Post Title_____

Signature & Date_____

Team / Department/BDU_____

Local Induction Pack for Employees (Medical)

This pack should be used for all Medical Staff <u>except</u> Locums

To be completed within 4 weeks of employment commencement date

Employee Name…………………………………………………………

Post Title…………………………………………………………………….

Department/Location…………………………………………………...

Start Date…………………………………………………………………….

Line Manager…………………………………………………………………..

CONTENTS

- **CHECKLIST 1:** To be completed for all staff on first day

- **CHECKLIST 2:** To be completed for all staff within 4 weeks

- **CHECKLIST 3:** Only required for those with management/supervisory responsibilities or for newly promoted managers or supervisors. To be completed within 5 working days.

- **INDUCTION CONFIRMATION FORM**

As a large and complex organisation, it is important that new employees, or existing employees who have had a significant role change, are welcomed and settled into their job as smoothly and quickly as possible. As an organisation committed to learning, SWYPFT also believes that staff development begins during the individual's induction to the local working environment where the individual is to start or continue their career.

The aim of this pack is to ensure that employees complete an effective induction into the workplace in a timely manner and to a consistently high quality. The induction checklists included in the pack are designed to ensure that the member of staff is aware of their obligations and feels as safe as possible in their new environment.

Because SWYPFT is such a large and complex organisation, it is not possible to include every specific induction requirement which reflects the needs of every role in every service in every Business Development Unit or Directorate. This pack therefore does not replace work area specific induction arrangements which may already be in operation. It is intended rather, to support existing arrangements by providing an underpinning organisational perspective and a consistent approach to key areas considered important for most employees regardless of area of work.

The line manager/immediate supervisor has the most important role to play in induction and must ensure that the process is completed and that additional, local checklists are included to reflect the local context. After the employee, the manager has the greatest interest in seeing that a new member of the team is settled in and established as quickly as possible if the employee is to become effective as quickly as possible.

IMPORTANT NOTES

- **This pack must be used in conjunction with the SWYPFT Induction Policy and Procedure to ensure understanding of responsibilities, timescales and associated induction processes and procedures.**

- **The completed Induction Confirmation Form <u>must be returned to the Learning and Development Department</u> to ensure that completion of local induction and training is centrally recorded for monitoring purposes.**

- **The pack must also be used for existing employees undertaking a significant role change on either a permanent basis, or as a temporary movement. However, in acknowledgement that the individual may have existing local and organisational knowledge, only those items on the induction checklists which are relevant need to be completed for such staff. Where it is not relevant please inform the Learning and Development department so that local induction is not shown as outstanding**

CHECKLIST 1: TO BE COMPLETED FIRST DAY		Date	Manager Signature
MM = To be completed with the Medical Manager MPA = Medical Postgraduate Administrators **Doctors in Training only**			
MM	Welcome to the organisation/ department; introduce to available team members, including manager/supervisor/mentor where appropriate		
MM	Explain this induction pack and ensure employee accesses the New Starter section of the intranet to begin the corporate induction programme		
MM	Issue relevant / useful commencement documentation/ forms – timesheets, claim forms, annual leave forms etc		
MM	Give tour / explanation of department / site, including: - Tea/coffee/canteen facilities - Workstation/desk/locker - Toilets - Staff room(s) / changing (rooms) - Accessing / exiting the dept & disabled access as appropriate - Relevant managers and colleagues - Car parking / permit procedure / insurance / lease car scheme - General travel at work requirements, including driving licence, business insurance & MOT checks		
MM	Explain pay details: - When Paid - How Paid - Timesheets - Flexible working options and time recording - Mileage/expense claims		
MM	Check understanding of contractual details including: - Hours of work / work rotas / on call arrangements - Annual leave and leave request procedure - Explain Sickness notification procedure - Maternity, emergency and other leave		
MM	Explain any information regarding mobiles / bleeps		
MM	Discuss role/function of the dept and how individual's job role supports this		
MM MPA	Discuss email, intranet, phone us and protocols, and other relevant IT system access and arrange as necessary		
MM	Ensure access to and awareness of location of relevant Employment, Clinical and Health & Safety policies and procedures.		
MM MPA	Explain procedure for acquiring an ID badge and arrange as necessary		
MM	Refer to uniform / dress code policy. Explain/check requirements for personal protective clothing/uniform and order as appropriate or required		
MM	Brief on security procedures including lone working, personal property, close of house etc. Arrange issue of any security/access codes, keys. Explain reporting mechanism for any losses or incidents. Explain/check requirements for safety equipment e.g. personal attack alarm and order as appropriate or required		
MM	Discuss Health & Safety and Emergency procedures. Identify individual responsibility for Health & Safety and the name(s) of safety representative(s) for the area		

MM	Advise on any specific Health and Safety hazards, including COSHH within the work environment, and control measures in place including personal protective equipment (e.g. personal attack alarm) and clothing.		
MM	Consider any lone working and discuss and agree procedures.		
MM	Ensure aware of the identity and location of the nearest first aider and first aid box and what to do in the event of medical emergencies		
MM	Brief on fire precautions, including: - Location and operation of alarm points / location of extinguishers - Actions to take on hearing the alarm - Evacuation procedures and fire assembly points - Name of Fire Warden/Marshall		
MM	Refer to the accident/incident reporting procedure and the importance of reporting all accidents/ incidents or near misses		
	- Annual Leave - Appraisal - Performance & Capability - Data Protection / Confidentiality / Information Governance - Disciplinary - Email - Equal Opportunities - Financial Standing Orders & Standing Financial Instructions (where appropriate) - Flexible Working - Grievance & Collective Grievance - Harassment and Bullying - Intoxicating Substance Misuse - Mandatory Training - Professional Registration of Drs, Nurses and AHP's - Whistleblowing - Sickness Absence and Attendance - Smokefree - Special Leave - Standards of Business Conduct - Internet **NB: a number of policies relevant to Medical staff are available on the Trust intranet.**		
MM	Explain/refer individual to key Clinical, Health and Safety and other policies and procedures immediately relevant in the context of the individual's role and area of work		
MM	Explain/refer individual to Freedom to Speak Up Guardians Information on Trust Intranet Site		
MM	Identify immediate duties the individual may be asked to perform for which they do not have the relevant training or competence and how these will be addressed		
MM	Make arrangements for the individual to receive infection prevention and control training within the first week		
MM	Make arrangements for the individual to receive RRPI training as appropriate to the role as soon as possible.		
MM	Identify any special requirements the individual may have and discuss support available where appropriate e.g. childcare		

MM	Explain any other items specific to the department / job which are considered essential on day one (extra sheet of induction items specific to the department may be attached).		

CHECKLIST 2: TO BE COMPLETED WITHIN 4 WEEKS
All checklist 2 to be completed with the Medical Manager unless otherwise indicated)

Explain the roles and responsibilities of others in the team and provide contact details as appropriate		
Give an overview of the organisation including: - structures - Mission and Values - Key depts and contacts - Wellbeing at Work support offer including Occupational Health/ staff networks etc - Payroll, Human Resources, Learning & Development, Chaplaincy, - Health & Safety, Staff Side		
Discuss the nature and needs of local service users / groups (where appropriate)		
Discuss team priorities / objectives and how the individual's role fits with achieving these		
*Identify and discuss Trustwide mandatory training requirements and any other Essential to Job Role additional, and professional training the individual is expected to undertake. For any Mandatory or Essential to Job Role training that is aligned to the Core Skills Training Framework (CSTF) and has been transferred,please refer to local Trust information for each subject by accessing relevant Policies/Intranet Pages/contacting the Specialist Advisor (refer to Mandatory Training Policy for guidance). Make arrangements to undertake all required training as early as possible.		
Explain the Study Leave process. Discuss the training and development needs that may be required for individual to fulfil his/her role		
Explain in more detail / invite questions in relation to policies covered in Checklist 1, and / or any other policies and procedures that the individual may like to discuss		
Discuss relevant legal, statutory and professional requirements as appropriate		
Explain any outstanding service-specific / specialist work or quality standards, Codes, policies, procedures and conduct (legal and statutory requirements)		
Explain/refer individual to EPRR policy and associated documentation relevant to the individual's area of work i.e., Business Continuity plan.		
Printing and use of patient or other staff identifiable information – Every task involving personal data for example the printing and use of patient or other staff identifiable data must be **necessary** in that the objective cannot be achieved in any other way. This is of particular importance within patient accessible areas for example inpatient wards. Printing of electronic records and routine use of this information will not take place on the wards.		
Where appropriate Identify a supervisor and arrange first supervision session. Refer to Trust Supervision Policy (Clinical/Management)		
Identify Responsible Person for incident investigation / risk assessment within the service area/department and ensure awareness of this role.		
Explain general and administrative procedures, including where appropriate, filing, post, access to photocopying/scanning, access to typing, telephone use, IT- related procedures		

Complete additional department/role – specific induction including relevant clinical, health and safety and other policies and procedures as appropriate (extra sheet of induction items specific to the department may be attached)		
CHECKLIST 3: ADDITIONAL ITEMS FOR THOSE WITH MANAGEMENT/SUPERVISORY RESPONSIBILITIES OR FOR NEWLY PROMOTED MANAGERS OR SUPERVISORS. TO BE COMPLETED WITHIN 5 WORKING DAYS.		
Highlight the importance of the Risk Management Strategy, ensure this is read and following areas understood: - Specific areas of a manager's/supervisor's responsibility - Accountability arrangements - Risk Identification Process and Common Tool for Risk Assessments. - Risk Management Key Contacts - Risk Management Structures		
Ensure the Manager/Supervisor is aware of how to investigate incidents according to SWYPF policy/procedure		
Ensure awareness of departmental Health and Safety baseline assessments and other local risk assessments. Unsure understanding of relevant risks and existing control measures		
Identify associated learning and development requirements including: - Mandatory and Essential to Job Role training requirements (consult policy) - Risk Management for Managers course - IOSH Risk Management training course - Other specific risk related training - Coaching from relevant specialist advisor / team (All required / requested training should be arranged where available and documented on the Induction Confirmation Form		

INDUCTION CONFIRMATION FORM:

I confirm that all mandatory, essential to job role additional and /or professional training requirements have been scheduled as per my role required

For any further development required to fulfil my role I will refer to the study leave policy.

Declaration. Please complete retain a copy and return this page (only) to the Learning and Development Department within 4 weeks. This will ensure:

- Completion of Local Induction is centrally recorded for performance monitoring purposes:

We confirm that Local induction has been completed:

Name of Employee_____ Post Title_____ Emp No _____

Signature & Date_____

Employment Start Date _____

Name of Manager_____ Post Title_____

Signature & Date_____

Team / Department/BDU_____

Local Induction Pack for Agency Staff (Non-Medical)

This pack should be used for Agency Staff

To be completed within 4 weeks of commencement date

Name…………………………………………………………………………………..

Post Title………………………………………………………………………………

External Agency/Company………………………………………………………...

External Agency Contact Name………………………………………………..

Department/Location…………………………………………...................

Start Date………………………………………………………………………………

Number of Days Contracted………………………………………………………..

Line Manager………………………………………………………………………….

CONTENTS

- **CHECKLIST 1:** To be completed for all staff on first day

- **CHECKLIST 2:** To be completed within 4 weeks if working in the area for more than 5 working days

- **CHECKLIST 3:** Only required for those staff expected to work more than 12 weeks

- **INDUCTION CONFIRMATION FORM**

As a large and complex organisation, it is important that agency staff are welcomed and settled into their assignment as smoothly and quickly as possible.

The aim of this pack is to ensure that agency staff complete an effective induction into the workplace in a timely manner and to a consistently high quality. The induction checklists included in the pack are designed to ensure that the agency worker is aware of their obligations and feels as safe as possible in their new environment.

Because SWYPFT is such a large and complex organisation, it is not possible to include every specific induction requirement which reflects the needs of every role in every service in every Business Development Unit or Directorate. This pack therefore does not replace work area specific induction arrangements which may already be in operation. It is intended rather, to support existing arrangements by providing an underpinning organisational perspective and a consistent approach to key areas considered important for most agency staff regardless of area of work.

The line manager / immediate supervisor has the most important role to play in induction and must ensure that the process is completed and that additional, local checklists are included to reflect the local context. After the employee, the manager has the greatest interest in seeing that a new member of the team is settled in and established as quickly as possible if the agency worker is to become *effective* as quickly as possible.

IMPORTANT NOTES

- **This pack must be used in conjunction with the SWYPFT Induction Policy and Procedure to ensure understanding of responsibilities, timescales and associated induction processes and procedures.**

- **This pack must be used in conjunction with the SWYPFT Agency Staff Guidance regarding use / HR advice, particularly for agency staff working more than 12 weeks.**

- **Not only is completion of this pack required as part of effective induction, but also to provide assurance to the Trust that required checks of the individual have been made bearing in mind agency workers do not go through the usual recruitment checking process.**

- **The completed Induction Confirmation Form must be filed locally and a copy returned the Learning and Development Department to ensure that mandatory training requirements are shared with the Learning and Development team for planning purposes**

CHECKLIST 1: TO BE COMPLETED IMMEDIATELY FIRST DAY		
	Date	**Manager Signature**
Welcome to the organisation/ department; introduce to available team members, including manager/supervisor		
Confirm the following have been completed Check agency staff ID badge Check agaency staff member photo against the one stored on E rostering (bank office will have made all relevant employment checks prior to allocating staff member)		
Undertake identity check		
Confirm an emergency contact telephone number		
Give tour / explanation of department / site, including: - Tea/coffee/canteen facilities - Workstation/desk/locker - Toilets - Staff room(s) / changing (rooms) - Accessing / exiting the dept & disabled access as appropriate - Relevant managers and colleagues - Car parking		
Explain responsibilities for authorising time sheets and expenses as appropriate		
Check understanding of contractual details		
Explain procedure for acquiring an ID badge and arrange as necessary		
Discuss role/function of the dept and how individual's job role supports this		
Discuss email, intranet, phone numbers and protocols, and other relevant IT system access and arrange as necessary		
Ensure access to and awareness of location of relevant Clinical and Health & Safety policies and procedures.		
Refer to uniform / dress code policy. Explain/check requirements for personal protective clothing/uniform and order as appropriate or required		
Brief on security procedures including lone working, personal property, close of house etc. Arrange issue of any security/access code, keys. Explain reporting mechanism for any losses or incidents. Explain/check requirements for safety equipment e.g. personal attack alarm and order as appropriate or required		
Discuss Health & Safety and Emergency procedures. Identify individual responsibility for Health & Safety and the name(s) of safety representative(s) for the area		
Advise on any specific Health and Safety hazards, including COSHH within the work environment, and control measures in place including personal protective equipment (e.g. personal attack alarm) and clothing.		
Consider any lone working and discuss and agree procedures.		
Ensure aware of the identity and location of the nearest first aider and first aid box and what to do in the event of medical emergencies		
Brief on fire precautions, including: - Location and operation of alarm points / location of extinguishers - Actions to take on hearing the alarm - Evacuation procedures and fire assembly points - Name of Fire Warden/Marshall		

Refer to the accident/incident reporting procedure and the importance of reporting all accidents/ incidents or near misses		
Explain responsibilities as appropriate for: - Performance & Capability - Data Protection / Confidentiality / Information Governance - Disciplinary - Email - Equal Opportunities - Flexible Working - Grievance & Collective Grievance - Harassment and Bullying - Intoxicating Substance Misuse - Mandatory Training - Professional Registration of Drs, Nurses and AHP's - Whistleblowing - Sickness Absence and Attendance - Smokefree - Standards of Business Conduct - Internet		
Explain/refer individual to key Clinical, Health and Safety and other policies and procedures immediately relevant in the context of the individual's role and area of work		
Explain/refer individual to Freedom to Speak Up Guardians Information on Trust Intranet Site		
Identify immediate duties the individual may be asked to perform for which they do not have the relevant training or competence, and how these will be addressed		
Make arrangements for the individual to receive infection prevention and control training within the first week (if assignment for more than 5 days)		
Identify any special requirements the individual may have and discuss support available where appropriate e.g. childcare		
Explain any other items specific to the department / job which are considered essential on day one (extra sheet of induction items specific to the department may be attached).		
CHECKLIST 2: TO BE COMPLETED IF ASSIGNMENT FOR MORE THAN 5 DAYS **(to be completed within 4 weeks following assignment start)**		
Explain the roles and responsibilities of others in the team and provide contact details as appropriate		
Give an overview of the organisation including structures, Mission and Values		
Discuss the nature and needs of local service users / groups (where appropriate)		
Discuss team priorities / objectives and how the individual's role fits with achieving these		
Explain SWYPFT expectations for performance and behaving according to organisational values		
Determine whether any mandatory and essential to job role training should be undertaken by the individual in the context of the length of the assignment, the individual's role and inherent risks associated with the area of work (see also Checklist 3. Refer to Mandatory Training Policy & seek guidance from Specialist		

Advisors as required). Make arrangements to attended all required training as early as possible		
Explain in more detail / invite questions in relation to policies covered in Checklist 1, and / or any other policies and procedures that the individual may like to discuss		
Discuss relevant legal, statutory and professional requirements as appropriate		
Explain any outstanding service-specific / specialist work or quality standards, Codes, policies, procedures and conduct (legal and statutory requirements)		
Explain/refer individual to EPRR policy and associated documentation relevant to the individual's area of work i.e., Business Continuity plan.		
Printing and use of patient or other staff identifiable information – Every task involving personal data for example the printing and use of patient or other staff identifiable data must be **necessary** in that the objective cannot be achieved in any other way. This is of particular importance within patient accessible areas for example inpatient wards. Printing of electronic records and routine use of this information will not take place on the wards.		
Where appropriate Identify a supervisor and arrange first supervision session.		
Identify Responsible Person for incident investigation / risk assessment within the service area/department and ensure awareness of this role.		
Explain general and administrative procedures, including where appropriate, filing, post, access to photocopying/scanning, access to typing, telephone use, IT- related procedures		
Complete additional department/role – specific induction including relevant clinical, health and safety and other policies and procedures as appropriate (extra sheet of induction items specific to the department may be attached).		
CHECKLIST 3: ONLY REQUIRED FOR THOSE STAFF EXPECTED TO WORK MORE THAN 12 WEEKS (to be completed no later than 10 days following assignment start or upon reaching 12 weeks following assignment extensions)		
Discuss individual's rights under Agency Workers Regulations 2010: - Pay and basic working conditions - Annual leave - Paid time off for ante natal appointments		
Identify and discuss Trustwide mandatory and essential to job role training requirements the individual is expected to undertake on a non-optional basis (i.e. treat in the same way as for a SWYPFT employee. Refer to Mandatory Training Policy for guidance). Make arrangements to attended all required training as early as possible		

INDUCTION CONFIRMATION FORM

I confirm that all mandatory, essential to job role additional and /or professional training requirements have been scheduled as per my role required

Any further development required to fulfil my role I will refer to the study leave policy.

Declaration. Please complete within 4 weeks and file locally. This is confirmation that Induction has taken place:

We confirm that Local induction has been completed

Name of Agency Worker_____ Job Title_____

Signature & Date _____

Commencement Start Date _____

Name of Manager_____ Post Title_____

Signature & Date_____

Team / Department_____

Local Induction Pack for Bank Staff (Non Medical)

This pack should be used for any of the following staff groups:

- ***Bank Staff***
- ***Bank Staff with a Significant Role Change***

Employee Name…………………………………………………………

Post Title……………………………………………………………….

Department/Location……………………………………………………...

Start Date……………………………………………………………….

Line Manager…………………………………………………………..

Trust Bank…………………………………………………………….

CONTENTS

- **CHECKLIST 1:** To be completed for all staff on first day

- **CHECKLIST 2:** To be completed for all staff within 4 weeks (for bank staff completion only required if working in the area for more than 5 working days)

- **CHECKLIST 3:** Only required for those with management/supervisory responsibilities or for newly promoted managers or supervisors. To be completed within 5 working days.

- **INDUCTION CONFIRMATION FORM**

As a large a complex organisation, it is important that new staff, or existing staff who have had a significant role change, are welcomed and settled into their job as smoothly and quickly as possible. As an organisation committed to learning, SWYPFT also believes that staff development begins during the individual's induction to the local working environment where the individual is to start or continue their career.

The aim of this pack is to ensure that staff complete an effective induction into the workplace in a timely manner and to a consistently high quality. The induction checklists included in the pack are designed to ensure that the member of staff is aware of their obligations and feels as safe as possible in their new environment.

Because SWYPFT is such a large and complex organisation, it is not possible to include every specific induction requirement which reflects the needs of every role in every service in every Business Unit or Directorate. This pack therefore **does not replace** work area specific induction arrangements which may already be in operation. It is intended rather, to **support** existing arrangements by providing an underpinning organisational perspective and a consistent approach to key areas considered important for most staff regardless of area of work.

The line manager / immediate supervisor has the most important role to play in induction and must ensure that the process is completed and that additional, local checklists are included to reflect the local context. After the employee, the manager has the greatest interest in seeing that a new member of the team is settled in and established as quickly as possible if the employee is to become *effective* as quickly as possible.

IMPORTANT NOTES

- **This pack must be used in conjunction with the SWYPFT Induction Policy and Procedure to ensure understanding of responsibilities, timescales and associated induction processes and procedures.**

- **The completed Induction Confirmation Form must be returned to the Learning and Development Department to ensure that completion of local induction and training is centrally recorded for monitoring purposes.**

- **The pack must also be used for existing employees undertaking a significant role change on either a permanent basis, or as a temporary movement to a higher pay band. However, in acknowledgement that the individual may have existing local and organisational knowledge, only those items on the induction checklists which are relevant need to be completed for such staff. Where it is not relevant please inform the Learning and Development department so that local induction is not shown as outstanding**

CHECKLIST 1: TO BE COMPLETED FIRST DAY (*denotes item completed by Bank Office for bank staff)		Date	Manager Signature
BO = To be completed by Bank Office LM = to be completed by Manager			
BO	Welcome to the organisation / department; introduce to available team members, including manager/supervisor/mentor where appropriate		
BO	Explain this induction pack and check arrangements for attending Corporate Induction programme		
BO	Issue relevant / useful commencement documentation/ forms – timesheets, claim forms, annual leave forms etc		
LM	Give tour / explanation of department / site, including: - Tea/coffee/canteen facilities - Workstation/desk/locker - Toilets - Staff room(s) / changing (rooms) - Accessing / exiting the dept & disabled access as appropriate - Relevant managers and colleagues - Car parking / permit procedure / insurance / lease car scheme - General travel at work requirements, including driving licence, business insurance & MOT checks		
BO	- Explain pay details: - When Paid - How Paid - Timesheets / E-rostering - Flexible working options and time recording - Mileage/expense claims		
BO	-Check understanding of contractual details including: - Hours of work / work rotas / on call arrangements - Annual leave and leave request procedure - Sickness notification - Maternity, emergency and other leave		
BO	Discuss role/function of the dept and how individual's job role supports this		
BO	*Discuss email, intranet, phone us and protocols, and other relevant IT system access and arrange as necessary		
BO	Ensure access to and awareness of location of relevant Employment, Clinical and Health & Safety policies and procedures.		
BO	Explain procedure for acquiring an ID badge and arrange as necessary		
LM	Refer to uniform / dress code policy. Explain/check requirements for personal protective clothing/uniform and order as appropriate or required		
BO	Brief on security procedures including lone working, personal property, close of house etc. Arrange issue of any security/access code, keys. Explain reporting mechanism for any losses or incidents. Explain/check requirements for safety equipment e.g. personal attack alarm and order as appropriate or required		

LM	Discuss Health & Safety and Emergency procedures. Identify individual responsibility for Health & Safety and the name(s) of safety representative(s) for the area		
LM	Advise on any specific Health and Safety hazards, including COSHH within the work environment, and control measures in place including personal protective equipment (e.g. personal attack alarm) and clothing.		
LM	Consider any lone working and discuss and agree procedures.		
LM	Ensure aware of the identity and location of the nearest first aider and first aid box and what to do in the event of medical emergencies		
LM	Brief on fire precautions, including: - Location and operation of alarm points / location of extinguishers - Actions to take on hearing the alarm - Evacuation procedures and fire assembly points - Name of Fire Warden/Marshall		
BO/ LM	Refer to the accident/incident reporting procedure and the importance of reporting all accidents/ incidents or near misses		
BO	- Refer employee to relevant policies as appropriate for recommended reading: - Annual Leave - Appraisal - Performance & Capability - Data Protection / Confidentiality / Information Governance - Disciplinary - Email - Equal Opportunities - Financial Standing Orders & Standing Financial Instructions (where appropriate) - Flexible Working -Grievance & Collective Grievance - Harassment and Bullying - Intoxicating Substance Misuse - Mandatory Training - Professional Registration of Drs, Nurses and AHP's - Whistleblowing - Sickness Absence and Attendance - Smokefree - Special Leave - Standards of Business Conduct - Internet		
BO	Explain/refer individual to key Clinical, Health and Safety and other policies and procedures immediately relevant in the context of the individual's role and area of work		
BO	Explain/refer individual to Freedom to Speak Up Guardians Information on Trust Intranet Site		
BO/ LM	Identify immediate duties the individual may be asked to perform for which they do not have the relevant training or competence and how these will be addressed		
BO	Make arrangements for the individual to receive infection prevention and control training within the first week		
BO	Make arrangements for the individual to receive RRPI training as appropriate to the role as soon as possible		

BO	Identify any special requirements the individual may have and discuss support available where appropriate e.g. childcare		
LM	Explain any other items specific to the department / job which are considered essential on day one (extra sheet of induction items specific to the department may be attached).		
CHECKLIST 2: TO BE COMPLETED WITHIN 4 WEEKS			
BO	Explain the roles and responsibilities of others in the team and provide contact details as appropriate		
BO	Give an overview of the organisation including: - structures - Mission and Values - Key depts and contacts -Wellbeing at Work support offer including Occupational Health/ staff networks etc - Payroll, Human Resources, Learning & Development, Chaplaincy, - Health & Safety, Staff Side		
LM	Discuss the nature and needs of local service users / groups (where appropriate)		
LM	Discuss team priorities / objectives and how the individual's role fits with achieving these		
BO	Explain Pay structures/increments and how these are linked to the Knowledge and Skills Framework		
LM	Explain the Appraisal process, and the WorkPAL E-Appraisal system, including expectations for performance and behaving according to organisational values. Agree initial objectives to work towards within the next 12 months.		
BO	Identify and discuss Trustwide mandatory training requirements and any other Essential to Job Role additional, and professional training the individual is expected to undertake. For any Mandatory or Essential to Job Role training that is aligned to the Core Skills Training Framework (CSTF) and has been transferred,please refer to local Trust information for each subject by accessing relevant Policies/Intranet Pages/contacting the Specialist Advisor (refer to Mandatory Training Policy for guidance). Make arrangements to undertake all required training as early as possible.		
BO	Explain the Study Leave process. Discuss the training and development needs that may be required for individual to fulfil his/her role. (All required / requested training should be arranged where available and documented on the Induction Training Needs form		
BO	Explain in more detail / invite questions in relation to policies covered in Checklist 1, and / or any other policies and procedures that the individual may like to discuss		
LM	Explain/refer individual to EPRR policy and associated documentation relevant to the individual's area of work i.e., Business Continuity plan.		
BO	Discuss relevant legal, statutory and professional requirements as appropriate		

LM	Explain any outstanding service-specific / specialist work or quality standards, Codes, policies, procedures and conduct (legal and statutory requirements)		
LM	Printing and use of patient or other staff identifiable information – Every task involving personal data for example the printing and use of patient or other staff identifiable data must be **necessary** in that the objective cannot be achieved in any other way. This is of particular importance within patient accessible areas for example inpatient wards. Printing of electronic records and routine use of this information will not take place on the wards.		
LM	Where appropriate Identify a supervisor and arrange first supervision session. Refer to Trust Supervision Policy (Clinical/Management)		
BO/ LM	Identify Responsible Person for incident investigation / risk assessment within the service area/department and ensure awareness of this role.		
LM	Explain general and administrative procedures, including where appropriate, filing, post, access to photocopying/scanning, access to typing, telephone use, IT- related procedures		
LM	Complete additional department/role – specific induction including relevant clinical, health and safety and other policies and procedures as appropriate (extra sheet of induction items specific to the department may be attached).		
CHECKLIST 3: ADDITIONAL ITEMS FOR THOSE WITH MANAGEMENT/SUPERVISORY RESPONSIBILITIES OR FOR NEWLY PROMOTED MANAGERS OR SUPERVISORS. TO BE COMPLETED WITHIN 5 WORKING DAYS.			
LM	- Highlight the importance of the Risk Management Strategy, ensure this is read and following areas understood: - Specific areas of a manager's/supervisor's responsibility - Accountability arrangements - Risk Identification Process and Common Tool for Risk Assessments. - Risk Management Key Contacts - Risk Management Structures		
LM	Ensure the Manager/Supervisor is aware of how to investigate incidents according to SWYPF policy/procedure		
LM	Ensure awareness of departmental Health and Safety baseline assessments and other local risk assessments. Ensure understanding of relevant risks and existing control measures		
LM	-Identify associated learning and development requirements including: - Mandatory and Essential to Job Role training requirements (consult policy) - Risk Management for Managers course - IOSH Risk Management training course - Other specific risk related training - Coaching from relevant specialist advisor / team (All required / requested training should be arranged where available and documented on the Induction Confirmation Form		

INDUCTION CONFIRMATION FORM:

I confirm that all mandatory, essential to job role additional and /or professional training requirements have been scheduled as per my role required.

For any further development required to fulfil my role I will refer to the study leave policy.

Declaration. Please complete retain a copy and return this page (only) to the Learning and Development Department within 4 weeks. This will ensure:

- Completion of Local Induction is centrally recorded for performance monitoring purposes:

We confirm that Local induction has been completed:

Name of Employee_____ Post Title_____ Emp No _____

Signature & Date_____

Employment Start Date _____

Name of Manager_____ Post Title_____

Signature & Date_____

Team / Department/BDU_____

Equality Impact Assessment template
to be completed for all policies, procedures and strategies

Date of EIA: 23/05/2022   **Review Date: April 2024**

Completed By: Julie Aspinwall/Kerry Gillott

	QUESTIONS	ANSWERS AND ACTIONS
1	**What is being assessed?** Prompt: what is the function of this document (new or revised)	**Values Based Corporate and Local Induction Policy**
2	**Description of the document** Prompt: What is the aim of this document	The aim of the policy is to ensure that all permanent and fixed term employees, and those employees undertaking a significant role change within the Organisation complete the appropriate corporate and/or local induction programme(s) within stated timescales.
3	**Lead contact person for the Equality Impact Assessment**	**Kerry Gillott, Learning and Leadership Development Manager**
4	**Who else is involved in undertaking this Equality Impact Assessment**	**Employment Policy Group**
5	**Sources of information used to identify barriers etc** Prompts: service delivery equality data – refer to equality dashboards (BI Reporting - Home (sharepoint.com) satisfaction surveys, complaints, local demographics, national or local research & statistics, anecdotal. Contact InvolvingPeople@swyt.nhs.uk for insight **What does your research tell you about the impact your proposal will have on the following equality groups?**	**Equality Workforce Monitoring Annual Report 2021**
5a	**Disability Groups:** Prompt: Learning Disabilities or Difficulties, Physical, Visual, Hearing disabilities and people with long term conditions such Diabetes, Cancer, Stroke, Heart Disease etc. Accessible information standard	There should be no adverse barriers to access the corporate and local induction for any member of staff & reasonable adjustments will be implemented as required. Future compliance will be monitored to ensure no groups are treated less favourably

	QUESTIONS	ANSWERS AND ACTIONS
5b	**Gender:** Prompt: Female & Male issues should be considered	**78.5% Female, 21.5% Male** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5c	**Age:** Prompt: Older people & Young People issues should be considered	**19 & under 0.4%, 20-29 13.9%, 30-39 22.3%, 40-49 24.8%, 50-59 28.6%, 60-69 9.5%, 70+ 0.6%** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5d	**Sexual Orientation:** Prompt: Heterosexual, Bisexual, Gay, Lesbian groups are included in this Category	**Heterosexual 81.5%, Lesbian 2.4%, Bisexual 1.1%, Unknown 15%** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5e	**Religion & Belief:** Prompt: Main faith groups and people with no belief or philosophical belief issues should be considered	**Atheism 18.5%, Christianity 46.8%, Islam 3.4%, Other 11.8% (includes** Buddhism, Hinduism, Judaism, Jainism, and Sikhism), unknown 19.5% It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5f	**Marriage and Civil Partnership** Prompt: Single, Married, Co-habiting, Widowed, Civil Partnership status are included in this category	**Civil partnership 1.1%, Divorced/Legally Separated 9.6%, Married 50.8%, Single 36.6%, Widowed 1%, Unknown 0.9%** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5g	**Pregnancy and Maternity** Prompt: Currently pregnant or have been pregnant in the last 12 months should be considered	**No data available.** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5h	**Gender Re-assignment** Prompt: Transgender issues should be considered	**No data available.** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.
5I	**Carers** Prompt: Caring responsibilities paid or unpaid, hours this is done should be considered	**No data available.** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place. Additional support is available from the staff carers network and the use of the carers passport.
5j	**Race** Prompt: Indigenous population and BME Groups such as Black African and Caribbean, Mixed Heritage, South Asian, Chinese, Irish, new Migrant, Asylum & Refugee, Gypsy & Travelling communities.)	**Asian 5.3%, Black 3.2%, Chinese or other 0.6%, Mixed 1.3%, White 89.2%, Unknown 0.4%** It is not anticipated the policy will have an adverse impact on these groups as induction is essential for all staff. Where any barriers are identified, these will be reviewed/managed on a case by case basis to ensure effective induction takes place.

Action Plan

EIAs are now reviewed using a grading approach which is in line with our Equality Delivery System (EDS). This rates the quality of the EIA. This means that the team can review the EIA and make recommendations only. The rating and suggested standards are set out below:

➤ **Under-developed** – red – **No data**. **No strands** of equality
➤ **Developing** – amber – **Some census data plus workforce**. **Two strands** of equality addressed
➤ **Achieving** – green – **Some census data plus workforce. Five strands** of equality addressed
➤ **Excelling** – purple –**All the data and all the strands** addressed

Potential themes for actions: Geographical location, built environment, timing, costs of the service, make up of your workforce, stereotypes and assumptions, equality monitoring, community relations/cohesion, same sex wards and care, specific issues/barriers.

Who will benefit from this action?	Tick all that apply	Action 1: This is what we are going to do	Action 2: This is what we are going to do	Action 3: This is what we are going to do	Lead/s	By When	Update/review outcome	RAG
Age								
Disability	√	Utilise "fresh eyes" information to identify any best practice and concerns, engaging with disability staff network as required.			L&D	ongoing		
Gender reassignment	√	Utilise "fresh eyes" information to identify any best practice and concerns, engaging with LGBT+ staff network as required.			L&D	ongoing		
Marriage and civil partnership								
Race	√	Utilise "fresh eyes" information to identify any best practice and concerns, engaging with REACH staff network as required.			L&D	obgoing		
Religion or belief								
Sex								

Sexual orientation	√	Utilise "fresh eyes" information to identify any best practice and concerns, engaging with LGBT+ staff network as required.					
Pregnancy and maternity							
Carers	√	Capture numbers of staff who identify as carers. Review trends to ensure equal access of local induction	Engage with the carers network for discussion regarding barriers to access and completion	Utilise "fresh eyes" information to identify any best practice and concerns, engaging with staff carers' network as required	Workforce Information L&D	Dec 2022 & ongoing	

6. Involvement & Consultation: New or Previous (please include any evidence of activity undertaken in the box below)

Consulted with the following
- Staff side colleagues
- Senior HR team
- Learning and development
- Bank office
- Medical Education
- ED&I

7   Methods of Monitoring progress on Actions
Review of induction uptake via ESR records.

8   Publishing the Equality Impact Assessment
As an appendix to the policy available on the trust intranet.

9   Signing off Equality Impact Assessment:
(signature)
Greg Moores, Chief People Officer: Date: 20th June 2022

Once approved, you must forward a copy of this
Assessment/Action Plan by email to:
InvolvingPeople@swyt.nhs.uk

Please note that the EIA is a public document and will be published on the web.

Failing to complete an EIA could expose the Trust to future legal challenge.

Appendix 5 Checklist for the Review and Approval of Procedural Document

	Title of document being reviewed:	Yes/No Unsure	Comments
1.	**Title: Corporate and Local Induction Policy**		
	Is the title clear and unambiguous?	YES	
	Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
	Is it clear in the introduction whether this document replaces or supersedes a previous document?	YES	
2.	**Rationale**		
	Are reasons for development of the document stated?	YES	
3.	**Development Process**		
	Is the method described in brief?	YES	
	Are people involved in the development identified?	YES	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	YES	
	Is there evidence of consultation with stakeholders and users?	YES	
4.	**Content**		
	Is the objective of the document clear?	YES	
	Is the target population clear and unambiguous?	YES	
	Are the intended outcomes described?	YES	
	Are the statements clear and unambiguous?	YES	
5.	**Evidence Base**		
	Is the type of evidence to support the document identified explicitly?	YES	
	Are key references cited?	YES	
	Are the references cited in full?	YES	
	Are supporting documents referenced?	YES	

	Title of document being reviewed:	Yes/No Unsure	Comments
6.	**Approval**		
	Does the document identify which committee/group will approve it?	YES	
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	N/A	
7.	**Dissemination and Implementation**		
	Is there an outline/plan to identify how this will be done?	YES	
	Does the plan include the necessary training/support to ensure compliance?	YES	
8.	**Document Control**		
	Does the document identify where it will be held?	YES	
	Have archiving arrangements for superseded documents been addressed?	YES	
9.	**Process to Monitor Compliance and Effectiveness**		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	YES	
	Is there a plan to review or audit compliance with the document?	YES	
10.	**Review Date**		
	Is the review date identified?	YES	
	Is the frequency of review identified? If so is it acceptable?	YES	
11.	**Overall Responsibility for the Document**		
	Is it clear who will be responsible implementation and review of the document?	YES	

Appendix 6 - Version Control Sheet

This sheet should provide a history of previous versions of the policy and changes made

Version	Date	Author	Status	Comment / changes
1	01.06.10	J Vickerman	Hand over	Handed over to G Smith for update and re-submission
2	29.06.10	G Smith	Updated	Passed to A Hambling for review: Manager's role updated
2.1	30.06.10	G Smith	Submission	Submitted to A Davis for final review prior to EMT consideration
3	October 2012	J Robbins	previous	Completely revised policy developed as a result of the need to align the respective but inconsistent induction policies, programmes, checklists and associated procedures observed in Care Services Direct (CSD) and SWYPFT following CSD's acquisition by the Trust. Update also required to strengthen induction monitoring of all staff groupd to improve compliance with NHSLA standards.,
4	June 2014	J Robbins	previous	Policy updated to cross-reference and describe fit with Trust's new Values Based Induction Policy and to describe changes to the Trust's approach to Corporate Induction. Process changes introduced regarding monitoring completion of induction for staff undertaking significant role change.
5	June 2017	A Broadhead	previous	Policy updated in-line with changes to corporate induction, updated frameworks and escalation / monitoring procedures.
6	May 22	K Gillott	Current	Scheduled policy review. Updated in line with new induction frameworks & changes to agency recruitment checks.
7	January 2024	Richard Meyers and Lindsay Jensen	Current	Slight amendment to Checklist 2, approved by Lindsay Jensen.