



Induction Policy

Inmind Reference:	HR12
Category:	Human Resources
Version Number:	1
Reviewed on:	February 2018
Next review date:	February 2020
Lead Officer:	HR Manager
Equality Impact Assessment completed:	Yes

Applicable Legislation/Regulations:
The Care Act 2014
Codes of Practice:
Purpose:
To ensure that all staff who work within Inmind Healthcare Group are properly inducted into the organisation, their specific service and their individual job and are therefore supported to deliver care and perform their role to the expected standard.

Version Control Table		
Date Ratified	Version Number	Status
	1	Live

Date	Key Revision
11/08/2018	New Policy

Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).

1.0 The Policy

- a) Inmind Healthcare Group understands the importance of induction in ensuring that all new employees joining the team (on a permanent or temporary basis), or those taking on a new role, are supported to learn and settle in. Induction is a key process in ensuring that all those working within its services are able to carry out their role to the expected standard, and thus deliver quality care to service users.
- b) This policy applies to all employees who commence work within Inmind, regardless of the amount of hours they work, or their status as a contracted employee, bank or agency worker, student or volunteer.
- c) Sections of this policy are also applicable to any employees whose base of employment is transferred, or who has been absent from duty for such a length of time, that re-induction is required.
- d) Inmind will comply with its legal obligation under the The Care Act 2014, ensuring that all individuals within its services receive an appropriate induction to allow them to safely undertake their role.
- e) Registered Managers have the ultimate responsibility for the effective induction of all employees working within their service.
- f) All employees will be given access to appropriate support to allow them to adjust to their role and working environment, enabling them to perform effectively.
- g) Whilst induction and probation are separate processes, with different purposes, and following different procedures, all new employees should be aware that completion of their induction is monitored as part of the probationary process. Employees should therefore understand that failure to complete the expected standard of induction within Inmind could adversely affect the successful completion of their probationary period.

The Procedure

2.1 The responsibility for induction

- a) It is the responsibility of the Registered Manager to ensure that all new employees receive a thorough and comprehensive induction into the company, the service and their role, in accordance with this procedure and associated documentation.
- b) The Registered Manager has overall accountability for ensuring that, for new employees in roles providing direct care for service users, individuals receive induction in accordance with current legislation and good practice guidance, to ensure they are competent, before undertaking specific care tasks unsupervised.
- c) The Registered Manager has responsibility for monitoring and auditing the induction and probationary processes of all new employees, and ensuring that all staff involved in these processes are themselves competent to carry out their requirements.
- d) The Registered Manager should be actively involved in, and formally monitor, the induction (and probation) progress of all new employees within their service.
- e) It is the responsibility of the Registered Manager to ensure any employee required to undertake The Care Certificate does so in line with current requirements.
- f) It is the responsibility of the new employees in conjunction with their manager to ensure that all aspects of their induction are completed within the timescales set out. The new employee should be aware that failure to successfully complete, or sufficiently progress within, their induction could result in the termination of their probationary period.

2.2 The initial induction process for new employees

- a) It is the responsibility of the Registered Manager to ensure that all new employees, on their first day, are provided with an induction pack.
- b) The Registered Manager should ensure that time is planned and organised to enable themselves (or another manager within the service) to spend time with the new employee on their first day and plan for the employee's induction period.

2.3 The Care Certificate

- a) In accordance with the Care Act 2014, new non-qualified employees in roles which provide direct care (for example, Support Worker, Activity Worker, Occupational Therapy Assistant) must within the first twelve weeks of their employment:
 - Demonstrate and evidence that they meet the 15 standards set out within the Care Certificate, *or*
 - Evidence that they already meet these standards prior to employment

For further detail, individuals should refer to:

<http://www.skillsforcare.org.uk/Learning-development/Care-Certificate/Care-Certificate.aspx>

- b) Failure to complete the Care Certificate (or any other aspect of induction development) to the required standard will be addressed via the probationary review process.

2.4 The duration of the induction process

- a) The management team within the service, those directly involved in supervising and supporting new employees, and the new employee themselves, all have a responsibility to ensure that induction is completed within the timescales set out within the specific documentation for each role/area.
- b) All involved should remember that induction is not a 'tick box' exercise and different individuals may require different approaches to the induction process, dependent on their previous experience and their learning style.

2.5 Induction of Volunteers

- a) All volunteers within Inmind must undertake an appropriate induction for both their specific locality and the volunteer role they will be undertaking.
- b) It is the responsibility of the Registered Manager to ensure that any volunteer within their locality is appropriately inducted.

2.6 Induction of Students on Placement

- a) All students placed within Inmind must undertake an appropriate induction for both their specific locality and the placement they will be undertaking.
- b) It is the responsibility of the Registered to ensure that any student on placement within their locality is appropriately inducted.

Appendix 1

Equality Impact Assessment for this policy

Protected Characteristic (domain)	Area of conflict	Resolution
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.