Induction Policy

Approving Authority	Trustees
Approval Date	9/1/2025
Effective Date	9/1/2025
Review Period	3 years
Last Reviewed	N/A
Document Author	CEO & Founder & Chair of Trustees
Lead Officer	CEO & Founder

Version Control

- All key documents including Policies, Procedures and Processes will have a version control table to assist with tracking the development of the document.
- All draft versions will show as numbers after a decimal point and each full version will show before the decimal point as follows.
- The version number will appear in the document header along with the document title.

Date	Version Number	Notes
November 2024	v0.1	Drafted November 2024 by Jemma Gregory
9/1/2025	V1	Approved by trustees

Document Status

- This is a controlled document. Whilst this document may be printed, the electronic version posted on the website is the controlled copy. Any printed copies of this document are not controlled.
- As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the website.

Who is covered by this policy?

All line managers, staff & volunteers.

What is covered by this policy?

This policy covers the purpose of induction and how to create an effective induction programme for new staff.

Purpose

The purpose of induction is to support and welcome new staff to help them become fully integrated into SPACE as quickly and easily as possible.

The policy

All new staff must be given timely induction training, as this is a vital part of staff recruitment and integration into the working environment.

SPACE is aware that starting a new job is an exciting but demanding and potentially stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues.

The line manager is responsible for planning the induction. This includes arranging any relevant meetings or travel.

Pre-induction

The line manager should put together an induction plan to ensure the new staff member receives all the relevant information they need over a period of several weeks. The new staff member should have scheduled meetings with relevant personnel and meet the other teams in their immediate working environment. Meetings with their line manager are included in the plan to allow time for questions and a check on progress.

Induction plan

Before the new staff member starts

What	Who	By when
References and other checks that are conditions of the provisional offer of employment should be obtained and confirmed to the new line manager.	Admin	At least one week prior to start date
The new starter receives a formal letter with their job offer, starting date, working pattern, salary and other relevant details. CEO & Founder will let the line manager know by email when this offer letter has been sent.	CEO & Founder	At least one week prior to start date

The new starter is called to outline what they can expect on their first day and to agree a start and finish time for the day. (Managers are encouraged to allow the inductee a shorter first day.)	Line Manager	At least two days prior to start date
All relevant equipment and technology should be set up in the person's name and ready for use prior to the start date. Operations manager to set up a new profile/account – this should be done as soon as possible once the new starter is confirmed.	Operations Manager	At least two days prior to start date
An induction plan is created for the new starter and should be sent to them in advance of their starting date so they know what to expect.	Line Manager	At least two days prior to start date
The management team are informed of the new starter's start date.	Line Manager	At least two days prior to start date
An 'induction buddy' is found and assigned to new starter for first shift.	Line Manager	At least two days prior to start date

Week one

What	Who	By when
Introductions and welcome	Line Manager	On first day
Contract of employment to be signed	New starter	On first day
Introduce key SPACE's policies and procedures: Health and safety policy, Data protection policy, Safeguarding policy and fire procedure	Line Manager	On first day
SPACE's vision, mission and objectives and SPACE's role in the sector and what it stands for should be clearly explained to the new member of staff	CEO & Founder	End of first week (or as soon as reasonably possible)
Shadowing other team members	Line Manager	End of first week
Manager–inductee meeting to set objectives for and with the inductee in line with the job description.	Line Manager	End of first week

Week two

What	Who	By when

Meeting with the CEO & Founder	New Starter	End of second week (or as soon as reasonably possible)
Allow time for, among other things: learning tasks, writing a staff profile for SPACE's website, reading of SPACE's policies and procedures (a couple of policies per day, starting with those recommended by the line manager) and overview of the roles of colleagues	New Starter	End of second week

Week three

What	Who	By when
Follow-up meeting with Line Manager (any problems, questions, queries)	Line Manager	End of third week

Weeks four to six

What	Who	By when
Induction checklist completed and handed to Line Manager for filing.	Employee	End of sixth week