



TROIJAN GYMNASTIC CLUB

Trojan Gymnastic Club Induction Policy

All new personnel/volunteers will receive a job description with a list of roles and responsibilities.

All new employees will be given the Trojan Gymnastic Club employees handbook

Each new coach /volunteer will be formally introduced to other members of the team and administration.

All new personnel will be introduced to the staff liaison officer

All new recruits will be given a list of names and contact details for key personnel.

All new personnel will be briefed in the Club
Safety and Health at work policy
Child safeguarding policy
First Aid Policy

All new personnel will be provided with details of meetings/professional development that they will need to attend.

All new personnel will be provided with a list of events that they will be expected to attend during the year.

All new personnel will be provided with key dates for the year

All new personnel will be orientated – locations of First Aid , lights , keys, equipment...

All new personnel will receive training if required for new tasks

New personnel (if appropriate) will be given information on financial and or other operating procedures.

The senior management team will provide feedback on progress in the early stages