# Workplace Induction Checklist

**(CFN)**

**Why have an Induction?**

An effective induction will welcome you to your new role and help you to settle into your job quickly by becoming familiar with:

* the people you work with
* your immediate working environment
* the purpose of your role, what you will be expected to achieve and how this links to the work of your service area and directorate
* the organisation’s structure
* the important policies and procedures that you need to be aware of
* learning how to use key systems and equipment appropriate to your role

**What is the purpose of this checklist?**

This checklist is provided as a tool for both you and your line manager to ensure that all relevant information is given to you and that all requirements of your role are met. A written plan for your induction avoids the chance of overlooking an important item and gives the benefit of being able to “*tick off”* points after discussion.

**How long should Induction last?**

Induction needs will differ for each individual and should be undertaken during the first few weeks/months of your time with the organisation. It should be planned to ensure all elements are covered in a timely and managed way to avoid ‘information overload’.

Important or critical information will be given during the first few days of your employment e.g. safety procedures in the event of a fire or other emergency etc.

**How are Inductions evaluated?**

Induction programmes will be evaluated to check that your needs and the needs of your service area/directorate are being met. New employees will be asked to feedback confidentially on their induction experience. The feedback received will be used to enhance future induction programmes.

**Appraisals**

When your learning and development needs have been identified they should be recorded on your Performance Appraisal and Development Programme Form (PADP). Your first PADP meeting should be held within **6 weeks** of joining to ensure your outcomes for the coming year are agreed and understood.

**RESPONSIBILITIES:**

**RECRUITING/LINE MANAGER**

1. To ensure that the employee has a thorough induction and completes the NCC Employee Induction online learning module.
2. To use this checklist and ensure that the induction is accurately recorded and signatures provided from both line manager and employee.
3. To ensure that the employee knows how to find, and have read and understood the policies and procedures which impact upon the role. (Revelant policies and procedures are available from SharePoint and the following links;

* [NCS Procedures Manual](https://northamptonshirechildcare.proceduresonline.com/index.htm)
* [NSCB Procedures Manual](http://northamptonshirescb.proceduresonline.com/)
* [HR A-Z](http://sharepoint.lgss.local/Pages/HR-A-Z.aspx))

1. To ensure that the employee is appropriately trained and provided with the necessary equipment and systems access to carry out their duties.
2. To ensure that appropriate time is allocated for induction and further learning and development within the role.
3. To ensure that regular, planned 1:1 meetings are held to review work progress, give feedback on performance and ensure that any other support needs are identified, discussed and agreed.
4. To ensure that the employee is made aware of the organisation’s Performance Appraisal and Development Programme (PADP) and receives the appropriate training/development as required.

**EMPLOYEE:**

1. To work through the checklist with your line manager and ensure that your induction is accurately recorded and signatures provided from both yourself and line manager.
2. To know how to find, read and understand the policies and procedures relevant to the work area and role.
3. To complete the NCC Employee Induction online learning module.
4. To undertake any identified learning and development required for the role as agreed with your line manager.
5. To attend and actively contribute to regular 1:1 meetings, a mid year review and an annual review as part of your PADP.
6. To take care of your own health, safety and wellbeing and that of others who may be affected by your actions.
7. To understand and comply with the Code of Conduct Policy & Procedure.

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### WORKPLACE INDUCTION CHECKLIST

This checklist is to be completed jointly by the line manager and the employee:

**NAME OF EMPLOYEE:**

**DIRECTORATE:**

**TEAM/DEPARTMENT:**

**DATE OF APPOINTMENT:**

**This section should be completed by the line manager or an appropriate person prior to the new employee joining. Meetings etc should be scheduled into the employee’s calendar for their first week.**

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| **PRIOR TO STARTING** | **Date completed** |
| Call new employee to confirm start date and time, where they should report and if there are any special requirements (HR may do this for you) |  |
| Welcome meeting with line manager – to be booked for first day |  |
| New User Form submitted to IT with appropriate applications requested. Consider the need for Defender remote working access token and any mobile devices required. Admin will help with this. |  |

**INFORMATION TO COVER ON THE FIRST DAY**

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| **KEY INFORMATION** | **Date completed** |
| Introduction to immediate colleagues and tour of immediate working area |  |
| Management structure of immediate work area explained |  |
| Purpose of job |  |
| Location of toilets and refreshment facilities |  |
| First aid procedures |  |
| Emergency evacuation procedures |  |
| Telephone usage (voicemail if appropriate and business/personal) |  |
| Entrances/exits (plus emergency exits) |  |
| Building security and out of hours working |  |
| Travel arrangements - car parking and public transport |  |
| Procedure for reporting sickness absence |  |
| Immediate health and safety issues which may be encountered during first week explained e.g. emergency numbers, location of first aiders etc |  |
| Find relevant policies and procedures and scheduled allocated time to read and understand policies and procedures which impact upon the role.  Helpful links   * [NCS Procedures Manual](https://northamptonshirechildcare.proceduresonline.com/index.htm) * [NSCB Procedures Manual](http://northamptonshirescb.proceduresonline.com/) * [HR A-Z](http://sharepoint.lgss.local/Pages/HR-A-Z.aspx)   It is important that you know how to find policies and procedures in the future, so where necessary, the above links should be saved to your Internet Explorer Favourites |  |
| **Trade Unions;** Trade Unions membership and services  <http://sharepoint.lgss.local/Pages/Trade-Unions.aspx> |  |
| **Any additional key items to be covered (managers should use this section to add any role/team/service/directorate related key information relevant to the new employee)** | |
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**INFORMATION TO COVER DURING THE FIRST WEEK**

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| **COURSE/FORMS TO BE COMPLETED** | **Date completed** |
| **Carefirst – only to be completed if required**  Managerial Staff:  <http://lgss.learningpool.com/course/view.php?id=1141>  Non Managerial Staff:  <http://lgss.learningpool.com/course/view.php?id=1107> |  |
| **Carestore - only to be completed if required**  <http://lgss.learningpool.com/course/view.php?id=1092> |  |
| **Create an iLearn account**    <https://lgss.learningpool.com/>  you will need this to undertake on line learning |  |
| **Information Governance**  <http://lgss.learningpool.com/course/view.php?id=1134> |  |
| **Data Protection**  <http://lgss.learningpool.com/course/view.php?id=1188> |  |
| **Security Declaration**- Please read and sign. This form requires a hand written signature, otherwise will not be accepted  <http://sharepoint.lgss.local/sites/it/it/LGSS%20Direct%20Content%20OPEN/CareFirst%20Security%20Declaration%20v10-3.doc> |  |
| **Capita One -** Only to be completed if required.  <http://lgss.learningpool.com/enrol/index.php?id=1348> |  |
| **Health and Safety**  <http://lgss.learningpool.com/course/view.php?id=1267> |  |
| **Equalities and Diversity**  <http://lgss.learningpool.com/course/view.php?id=745> |  |
| **GDPR**  <http://lgss.learningpool.com/course/view.php?id=1607> |  |
| Please email your completed forms: [CFNManagerialSupport@childrenfirstnorthamptonshire.co.uk](mailto:CFNManagerialSupport@childrenfirstnorthamptonshire.co.uk) |  |
| **Photo ID Card**  Please email a clear passport or jpg. photo of yourself against a white background, form to be completed can be found at below link.  [http://sharepoint.lgss.local/Pages/Ordering-ID-cards-for-New- Users.aspx](http://sharepoint.lgss.local/Pages/Ordering-ID-cards-for-New-%20%20Users.aspx) |  |
| **Request for remote working access**  Please complete form shown in link below and send to email shown below:  <http://ccl/sites/scs/bss/HR/Starters-Leavers-Transfers/Remote%20Working%20Licence%20Application%20Form.doc> |  |
| **Create enterprise car club account if you wish to use the NCC cars**  <https://www.enterprisecarclub.co.uk/gb/en/login.html> |  |
| **On Line Induction**  On-line Children First Northamptonshire Induction course this is mandatory for new staff. This gives overview of information and includes important links for further details and requirements.  <https://lgss.learningpool.com/course/view.php?id=862>  **For line managers only:** You will need to complete an HR Induction session with your Assistant HR Business Partner. They will contact you to arrange. |  |
| **Create a Research in Practice Account**  Have you signed up to your **FREE RESOURCE** [Research in Practice?](https://www.rip.org.uk/) With your **Northamptonshire.gov.uk** or **Children first** email address  Research in Practice provides a range of resources and learning opportunities based on academic research, practice expertise and evidence from service users.  Resources are sent at regular intervals over the year alongside all resources being available to download for users to use .Research In Practice provides Northamptonshire children’s families and education service with:  •             Support with evidence-informed decision making  •             Access to key research messages in various formats  •             Provides evidence for PCF, HCPC, ASYE, CPD etc  •             Cutting edge training from expert facilitators  •             Represents organisational commitment to supporting evidence-informed practice  Resources are aimed at frontline practitioners and managers who work with children, young people and families. These resources bring together knowledge on key topics, practice areas and research issues identified by practitioners, planners and policy makers – as well as evaluating the findings and implications. The leader’s briefings provided by RIP provide councillors and trustees with succinct headline messages for elected representatives. |  |
| **Read Supervision policy and ensure supervision agreement is taken to your first supervision.**  <https://northamptonshirechildcare.proceduresonline.com/pdfs/supervision_standards.pdf?zoom_highlight=supervision#search="supervision>" |  |
| **Introduction to ERP Gold**  Employees need to familiarise themselves with our new ERP Gold Self-Service System and go through the ERP Gold Induction task list that describes all the HR tasks you are expected to perform within ERP Gold, and where you can find information to help you perform these.  <https://lgss.learningpool.com/course/view.php?id=789>  **ERP Gold: Employee Self Service (Payslips, Expenses, Personal Details, Leave and Work Schedules)**  <https://lgss.learningpool.com/course/view.php?id=779>  **ERP Gold: Manager’s Self Service**  <https://lgss.learningpool.com/course/view.php?id=790> |  |

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| **WORKING ARRANGEMENTS:** | **Date completed** |
| Procedure for receiving visitors |  |
| Communications: E-noticeboard, Informer, Intranet team meetings etc |  |
| Postal arrangements |  |
| Room Booking system |  |
| Supervision/ 1:1 arrangements |  |
| Appraisal process explained and meeting dates set up |  |
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| Intranet/Internet/email facilities (access/what is appropriate) |  |
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| **YOUR DIRECTORATE, SERVICES PROVIDED AND YOUR TEAM:** | **Date completed** |
| The Directorate and team Service Plans |  |
| Services provided by team/service |  |
| Who are team/service customers |  |
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| **PAY AND CONDITIONS** | **Date completed** |
| Pay date and arrangements explained |  |
| The probationary period (if applicable) explained and 1, 3 and 5 month review meetings arranged |  |
| Travel and subsistence expense claims procedure |  |
| Arrangements for booking and taking annual leave |  |
| Arrangements for overtime working (if applicable) |  |
| Flexible working procedures explained (if applicable) |  |
| Local Government Pension Scheme information provided |  |
| Procedure relating to relocation payments (where applicable) |  |
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| HEALTH AND SAFETY: | **Date completed** |
| Procedure for reporting work related incidents, near misses & dangerous occurrences. |  |
| Identity of trade union safety representatives for the workplace |  |
| Health and safety policy and employee’s responsibilities |  |
| Risk assessments for the work activity and any special health and safety measures |  |
| Any safe working procedures – for example the procedure for lone working away from the office |  |
| Any specific health and safety training necessary to safely undertake the responsibilities of the post arranged |  |
| Any necessary personal protective equipment issued and its use explained |  |
| Display Screen Equipment:   * A workstation assessment carried out and action taken where required * A free eye test offered where applicable |  |
| Safe use of any hazardous substances |  |
| Manual Handling Inanimate objects (all staff)/People Handling training arranged as appropriate |  |
| Driving (where applicable):   * Valid driving licence and vehicle insurance certificate (to include business travel ) * Driving licence and vehicle insurance confirmation form signed by the employee and line manager * Drivers guide issued |  |
| Personal Safety at Work this is available to all staff as a module on the online learning centre |  |
| Advice on using Mobile Devices in public places (if appropriate to role) and Mobile Working in public places |  |

**Other information to cover during the first 6 weeks**

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| **INFORMATION** | **Date completed** |
| Introduction to other agencies and partners involved in the work of the Directorate (if applicable) |  |
| Performance Appraisal and Development Programme (PADP) explained and training booked (apraisee’s or appraiser as appropriate) |  |
| **Prevent on line training**  This online training can be found on LGSS ILearn |  |
| **Hate Crime on line training**  This online training can be found on LGSS ILearn |  |
| **Intro to safeguarding on line training**  This online training can be found on LGSS ILearn |  |

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| **Contract** | **Date completed** |
| Contract of employment received |  |

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| **POLICIES AND STANDARDS**  Policies listed are in addition to those highlighted in the on line course | **Date completed** |
| For HR Policies and Standards please use the link:  http://sharepoint.lgss.local/\_layouts/15/LGSS.Intranet/Navigation.aspx?cat=1 |  |
| Data Protection, Freedom of Information requirements (FOI) and Subject Access Requests (SAR) as they apply to the service |  |
| Statement of Required Practice (SORPS) |  |
| Council’s policies and procedures on:   * Code of Conduct * Grievance * Discipline * Equality and Diversity * Harassment * Customer complaints * Whistle-blowing * Reporting racist incidents * Flexible working * Sickness and absence * Information systems standards * Acceptable use of IT; Computing facilities + Emails * Mobile working in public places * Smoke Free policy |  |
| The confidential support and counselling available |  |

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| **EACH JOB ROLE WILL HAVE OTHER SPECIFIED LEARNING AND DEVELOPMENT NEEDS: Please add the specifics below:** | |
| This link will take you to mandatory training for roles that should be compelted in the first year.  <https://staff-intranet.northamptonshire.gov.uk/childrens-services/Pages/learning-and-development-for-cfe-staff.aspx> |  |
| **EMPLOYEE SIGNATURE:** | |
| I confirm that I have received information and instruction on the items contained in this checklist and have been given the relevant explanations and documentation | |
| **Employee Signature:** | **Date:** |
| **LINE MANAGER/SUPERVISOR SIGNATURE:** | |
| The above employee has received induction awareness/training and completed all on-line learning models as indicated by this checklist | |
| **Line Manager/Supervisor Signature:** | **Date:** |

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| Following completion of the Induction Programme  please complete the section below |
| **EMPLOYEE’S COMMENTS ON THEIR INDUCTION:**   * Do you understand your responsibilities and how you fit into the department/team? * Are you aware of learning and development opportunities available to you? * Is there anything that you feel was missing from your induction? * Is there any further training you feel you need in order to do your job satisfactorily? |
| **Any concerns feedback about the content or relevance of this induction checklist should be sent to the Learning & Development team at** [**lgsslearning@northamptonshire.gov.uk**](mailto:lgsslearning@northamptonshire.gov.uk) |