



## MEaP's New Staff Induction Programme

Action	Method	Outcome
<b>Overview of MEaP</b>	<b>Induction of duties and MEAP ethos.</b>  <b>Organisation Structure</b>  <b>Staffing Structure</b>  <b>Job Descriptions</b> <b>Contracts</b> <b>Payment Methods</b>  <b>Discuss Projects/Services</b> Alternative Provision Twilight Supplementary School Service Mentoring Service  Project Operational Plan  <b>Future Plans</b> New projects/services Sustainability	
<b>Introduction to policies and procedures</b>	Employment Handbook Health and Safety Child Protection Policy/Disclosure & Barring Service checks Equal Opportunity Policy Disciplinary and Grievance Procedure Confidentiality	
<b>Identify training needs of staff</b>	Carry out training needs analysis	.



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### Staff Induction – Checklist and Manager's Guide

This checklist provides a framework for the planning, delivery and evaluation of the staff induction process at MEaP. It must be completed by the immediate manager, although some items may be delegated to the colleague helping to settle the new staff member in. Completed checklists are to be returned to MEaP's Human Resource Sub Committee within 6 weeks of the new staff member's start date.

New staff member .....

Start Date.....

Immediate Manager.....

Colleague helping the new staff member settle in:.....

#### BEFORE EMPLOYMENT

Action to be taken from the date appointment is confirmed

Action required	Manager's Notes (record any further action points, general comments or reminders)
Appoint an experienced colleague to help the new member to settle in, ensure they understand their role.	
Inform team of new staff member's arrival and start date	
Identify and order any necessary <b>equipment</b> . E.g. computer, telephone, furniture, basic stationery, adaptations for disabled staff, etc	
Ensure the new staff member understands the <b>arrangements for their first day</b> i.e. time of arrival, who will meet them and where.	



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Identify <b>essential training</b> and book if necessary. Await arrival to discuss further specific individual needs.	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

### FIRST DAY

Action required	Manager's Notes
<b>Welcome</b> and introduction to colleagues	
<b>Key diary dates</b> , ensure key meetings and events are booked, including regular one to ones, team meetings and staff induction day	
Familiarise new staff with their <b>environment</b> , consider any facilities they may find	

<b>Security:</b> <ul style="list-style-type: none"> <li>• provide any necessary keys</li> <li>• arrange MEaP staff ID pass</li> <li>• computer passwords</li> <li>• building security information including, evening and weekends</li> </ul>	
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Location of fire exits and 'Safe Havens' for staff with restricted mobility</li> <li>• Fire and other emergency evacuation procedures</li> <li>• Personal safety guidelines</li> <li>• Accident and incident reporting</li> <li>• On site first aiders</li> </ul>	
Advise how to deal with <b>telephone enquiries, visitors.</b>	
<b>Work times</b> , breaks, tea etc.	



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<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>
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### FIRST TWO WEEKS

Action required	Manager's Notes
Ensure that <b>Probation Scheme</b> is discussed and understood, i.e. conduct and expected levels of performance, including confidentiality rules and adherence to the Data Protection Act	
<b>MEaP Projects</b> <b>E.g. Twilight School, Supplementary School &amp; Mentoring Service</b> Customer service standards Administration procedures, room bookings, etc	
<b>Identify initial training needs</b> , e.g. Microsoft Outlook, Recruitment and Selection. Discuss needs and take action to arrange training or coaching.	
Introduce them to the <b>procedural information</b> they may need. E.g. <ul style="list-style-type: none"> <li>• Finance</li> <li>• Stationery &amp; equipment ordering</li> <li>• Leave &amp; absence reporting</li> <li>• Post collection and delivery</li> <li>• Specialist functions</li> <li>• Quality procedures</li> </ul>	
<b>Complete VDU Workstation Audit</b>	
Introduce them to <b>facilities</b> and equipment they may need to use. E.g. Training/conference room	
Ensure that staff are aware of MEaP's <b>Financial regulations and procedures</b> and where to find further guidance.	



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<b>Further introductions</b> to key staff outside the immediate area	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

### FIRST SIX WEEKS

Action required	Manager's Notes
Maintain regular performance review discussions to check progress against work and learning objectives. Provide an opportunity for new staff to discuss any problems with you; their immediate manager	
Ensure that experienced colleague is available to discuss day to day issues with the new member of staff	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

How can the staff induction process be improved? Please record any good practice that you feel could be shared across all partner organisations.

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**New Staff Member's Signature**.....



**MEaP's New Staff Induction Programme**

**Immediate Manager's  
Signature.....**

**Date.....**

**Please copy completed and signed staff induction checklist to the  
MEAP's Human Resources Sub Committee, within 6 weeks of the new  
staff member start date.**

Last Updated – May 2020



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Please only tick a box when you are fully confident that you do not need any further help on the item.

Area of induction	Tick when complete	Comment
Tour of office; including introduction to colleagues.		
Arrangements for work breaks and lunch, including where to get refreshments etc.		
Provided payroll office with: <ul style="list-style-type: none"> <li>◆ P45, if you have one, or a note of your National Insurance number.</li> <li>◆ Bank or Building Society details</li> </ul> And if you wish to join the pension scheme – <ul style="list-style-type: none"> <li>◆ Previous pension scheme details (where applicable)</li> <li>◆ Birth certificate (together with proof of current name e.g. marriage certificate) or passport</li> </ul>		
Introduction to the role and functions of project.		
Received induction pack.		
Understand the duties and responsibilities of the post.		
Aware of health and safety policies in MEaP and your project/section. Who is your project/section safety nominee/officer?		
Accident/emergency/evacuation procedures and how to call for a first aider.		
Tour of MEaP		
Personnel matters: details of arrangements for notification of sickness, holidays, unpaid leave.		
Arrangements for car parking		
Use of telephone and post system:		
Stationery / photocopying and printing facilities.		
Are aware of staff development opportunities within your project		
Awareness of the MEaP's Equal Opportunities Policy and Codes of Practice as they affect your project and your job.		