

6.0 - Induction Policy

Copies of all Elizabeth Finn Homes Limited (EFHL) HR Policies can be found on the EFHL Intranet. All EFHL employees are subject to EFHL HR Policies. EFHL HR Policies are non-contractual, are reviewed regularly and may be subject to change. All queries on the application or interpretation of this policy should be raised with the Head of Department or HR.

If you have any queries about your rights in relation to how we collect and store your personal information please speak to your manager or HR

Purpose

The purpose of this policy is to ensure that all staff recruited by Elizabeth Finn Homes Limited (EFHL) will receive an appropriate induction into their role and into the Company. Induction is the time to introduce the new employee to the workplace, colleagues and residents. It is also the opportunity to introduce new employees to the aims and values of the Company and the business and regulatory environment that it operates in.

This policy should be read in conjunction with other EFHL Learning & Development Policies.

Operation of the Policy

All employees must complete their induction programme within 12 weeks of commencing employment.

Every employee on joining EFHL will have an induction programme. This programme will detail all the information they will need to complete their induction and where to find this information. It is then the employee's responsibility with the support of their manager and colleagues, to complete their induction programme.

All records of Induction will be kept on the employees file.

ROLES AND RESPONSIBILITIES

Heads of Departments

Are responsible for:

- Ensuring that all new employees complete their Induction within the agreed time frame.
- Identifying any gaps that would prevent the new employee completing their induction.
- Providing any additional support to the new employee who may have difficulty completing their induction.
- Monitoring the local induction programme to ensure that courses continue to meet the needs of the business.
- Ensuring that an accurate and up to date record of all induction is maintained.
- Ensuring regular individual reviews are carried out and documented throughout induction period of three months.
- Ensuring employee is aware and able to respond to any safeguarding or emergency situation.

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Employees

Are responsible for:

- Ensuring that they complete their induction within the agreed time frame.
- Reporting to their manager any difficulties they have in completing their induction.
- Helping to evaluate the induction programme through feedback discussed at regular individual reviews.
- Ensuring that they can evidence that they have met mandatory and professional standards
- Working with colleagues and managers to successfully implement this policy

General Managers

Are responsible for:

- Ensuring that all new employees complete their induction
- Ensuring new employees meet the minimum requirements required to work in a care home as required by the regulator.
- Identifying any gaps in the induction programme and reporting this to Head Office.

Where a new employee is recruited from outside the UK it is important that they are given an orientation into the systems, culture and terminology of the health and social care sectors of the UK. Please contact HR if you require any assistance in this regard.

Reviews

The Induction Programme will be kept under review to ensure that it meets the needs of the business. Managers and employees will be required to contribute to this review from time to time.