

Bishop's Stortford Baptist Church (BSBC)

Staff Induction Policy

Introduction

An induction training programme should be prepared in readiness for the arrival of all newly appointed staff. The induction programme should take account of what someone who is new in a post needs to know in order to carry out the duties of the job. A well-organised induction programme will reduce the risk of error and increase the rate at which the new member of staff can work effectively.

Points to include

1. Consider and record what the new post holder will find useful to learn on the first day, in the first week, first month etc. Induction programmes can be scheduled over any period up to 3 months and should not just be a brief initial event.
2. Prepare and issue the programme in advance to give the new member of staff a sense that thought and care has been given to their needs.
3. Ensure the following relevant areas are included:
 - pay details,
 - how to book holidays,
 - how to reclaim expenses,
 - the layout of the building,
 - facilities and equipment available,
 - procedure in the event of an accident or incident,
 - key personnel and contacts,
 - security (personal and premises),
 - health and safety issues,
 - key dates,
 - expectations and objectives,
 - work procedures,
 - the Church's policy on Safeguarding and other relevant policies
4. Introduce the new member of staff to people in the church who they will come into contact with on a regular basis.
5. Keep a record of the training and points covered.
6. Set a date should be set for a review before the end of three months or the end of the probationary period if different.

Induction programmes should be tailored to the individual. And should not be the same for all members of staff.

This policy was adopted by the Trustees on 9th November 2020 and will be reviewed every three years.