JSENSE INDUCTION AND TRAINING POLICY

Purpose

The purpose of this policy is to ensure that:

- all JSENSE staff and volunteers receive a systematic introduction to the organisation and its work, allowing them to settle in with confidence.
- all JSENSE staff and volunteers meet certain basic standards before they are allowed to work unsupervised with children and young people.
- all JSENSE staff and volunteers have appropriate opportunities for continuing professional development.

Initial Core Induction

The new staff members line manager will be responsible for completion of this core induction. Several underlying induction principles will apply:

- The new employee must be at the centre of the induction planning process. Induction programmes will be adapted to meet the individual's needs. The core induction checklist which follows is a starting point, and sets a framework, but individual induction plans will be shaped around the individual and the post.
- The direct line manager must normally be available to give time to the new staff member on their first working day. This may have implications for which day is agreed as the start day.
- During the three-month induction period, regular meetings must be scheduled between the direct line manager and the new employee. There is an expectation of a minimum of a formal review meeting each week during the first month. Thereafter, regular planned meetings must continue, but may be at longer intervals.
- If the new employee is taking over the duties of a continuing employee, or if there is a hand-over period for outgoing and incoming post holders, the induction process should provide an opportunity for the individuals to spend time together. In all cases it is essential that the direct line manager takes responsibility for interpreting the initial priorities of the job for the new employee, and protecting the individual from unreasonable job demands.

CORE INDUCTION CHECKLIST

Employment

- Introductions to other staff (and the Board in the case of a Manager post)
- Local and office geography, including keys
- Managing and recording working time
- Administration of salary and expenses payments
- Health & safety (including personal safety and office security)
- Nomination of personal emergency contacts
- Other conditions of employment

Starting the job

- Outline of role
- How the role relates to other JSENSE roles
- Use of office resources, including telephone, mobile phone (where relevant to role), PC, photocopier etc
- Internal and external job briefings and introductions
- Setting initial job tasks
- Supervision and appraisal
- Assessment of initial training and development needs

Organisational briefing

- History and role of JSENSE
- JSENSE governance and management processes and structures
- Right of access to Manager or Board

Extended Professional Induction

JSENSE will adopt the Induction Standards set by the Children's Workforce Development Council[1]:

- **Standard 1:** understand the principles and values essential for working with children and young people.
- **Standard 2:** understand your role as a worker (employed / self employed)
- **Standard 3:** understand health and safety requirements
- **Standard 4:** know how to communicate effectively
- **Standard 5:** understand the development of children and young people
- **Standard 6:** safeguard children (keep them safe from harm)
- **Standard 7:** develop yourself

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[1] Guidance from the Children's Workforce Development Council is currently under review and is due to be updated in December 2008. For the latest information, see http://www.cwdcouncil.org.uk/induction-standards .

The JSENSE Manager will:

- explain how the Induction links to any probationary period for the post or role or any registration requirement.
- arrange for the new staff member to learn about the different 'areas' within the Standards.
- ensure that the new staff member knows enough to meet the 'outcomes' for each area.

JSENSE recognises that there are different ways of learning new things (being told things, observation, discussion, trial and error), and that different people also prefer some ways of learning more than other ways. The new starter may attend training sessions, or be asked to read part of a book, a training package, or a policy document, or to talk about their work with another team member who has knowledge to pass on. The JSENSE Manager will reach agreement with the new staff member about ways that will help them learn best.

During the induction period (which could be up to 26 weeks) the new staff member will be assessed by [their line manager /the JSENSE Manager / training manager / an internal/external assessor]. The JSENSE Manager will sign off a Certificate of Successful Completion at the end of the induction period.

Continuing Professional Development

JSENSE supports the training and development of all employees, in order to increase knowledge, skills and experience for use within the organisation. It also encourages employees to participate in other personal and professional development.

To implement this policy JSENSE will provide funding and other support for the training and development of all employees, as follows:

- The staff training and development budget provides some funding for training fees and related costs, as well as other staff development costs (e.g. conference attendance).
- JSENSE may grant time-off for study purposes.
- The training and development needs of employees are identified and recorded annually and reviewed in supervision meetings.
- Employees will report on training they have undertaken, in order to give an opportunity for reflection on beneficial outcomes for themselves and for JSENSE.

Proposals for training will be agreed by the Manager (with the advice of the employee's line manager, where different). In addition to training fee costs and other related expenses, this may include paid study time.

For training in priority Category A (see below), the Manager will decide on any paid study time to be granted, up to a maximum of 15 days (or 30 half days) per annum. Any other paid or unpaid study time will be granted at the discretion of the Board.
Individual decisions to fund, or otherwise support training, will be reported on the staff notice Board. An annual report on staff training and development will be presented to the Board, and a brief report will be included in the Annual Review.

Training opportunities will be taken to fall into one of three categories, A, B or C. Category A will be given the highest priority and category C the lowest:

A	Training directly related to the employee's current duties and intended to increase the capacity of the individual to fulfil those duties effectively (e.g. working towards an NVQ, attending short courses connected with aspects of children's work).
B	Training which promotes the personal and professional development of the employee and may in future directly benefit their capacity to contribute to JSENSE, in their current job role or any other at JSENSE.
C	Other accredited courses, or other training and development opportunities of recognised quality.

Subject to funds available in the budget (note: this will include any earmarked funding for specific post holders from project funders) requests for funded training will be judged according to four criteria:

- The category of training to be funded.
- Any previous JSENSE funding for the employee's training in the current or previous year, with priority given to employees with the lowest recent allocations.
- Any previous time off for study in the current or previous year.
- Any conflicting operational priorities.

A record of the education and training history of employees, including training and development undertaken whilst employed by JSENSE, will be kept on file.

Induction and Training Policy

Approved and adopted

This policy has been developed and implemented in consultation with the Trustees.

Review Date ....

Induction and Training Policy signed ....

Date................................

JSENSE Induction and Training Lead ....