

Creative Sports Coaching CIC

Staff Induction Policy



This policy applies to all new Creative Sports Coaching CIC staff who will receive an induction programme which will include appropriate information, training, observation, and mentoring.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new member of staff to the duties of the post, and to the company, provide the foundation for successful contribution to the organisation. The induction process is designed to help new staff become familiar with the requirements of their position and learn about the company culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process should:

- Provide information and training on the company's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the staff member to contribute to improving and developing the overall effectiveness of the company, raising participant achievement, and meeting the needs of participants, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the company's Code of Conduct to ensure that all staff new to the company understand what is expected of them at the company and gain support to achieve those expectations
- Identify and address any specific training needs.

The induction process may include:

- A meeting with the senior members of staff
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the Designated Safety Lead, any designated mentor or supervisor

The lead Director, James Hatch is responsible for the overall management and organisation of induction of new employees

The person responsible for induction should:

- Ensure that a new member of staff is made welcome
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the venues and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated.

They should ensure that an induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility and is tailored to everyone. All new staff will be given appropriate induction advice, training over a period and as necessary.

Areas which should be considered are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

- Safeguarding children and child protection information
- Health and safety procedures
- First aid
- Codes of Conduct
- Staff Handbook,
- Company Website
- Policy documents – eg Data Protection
- Assessment advice, recording, reporting, resources and procedures
- Information on whole company and year group data, including SEN
- details of help and support available
- designated mentor or supervisor

The new member of staff should:

- Build on strengths, skills, understanding and knowledge
- Keep records to support their professional development
- Attend relevant courses

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New Staff Induction Checklist

	Date	Comments
Welcome and introduction		
<ul style="list-style-type: none"> • Inform all staff of arrival of new employee and role • Allocate Team Leader/Line Manager • Distribute induction programme to relevant staff • Welcome new employee and introduce to staff • Give important diary dates/company calendar 		
<ul style="list-style-type: none"> • Give names of people who will assist individual in key areas • Provide: <ul style="list-style-type: none"> ○ Staff Induction Handbook ○ Job description/contract ○ Daily/weekly timetable 		
Facilities		
<ul style="list-style-type: none"> • Car parking • Access to buildings and layout • Security codes • Staffrooms including notice boards • Toilets 		

Health and safety – Venues	Date	Comments
<ul style="list-style-type: none"> • Fire exits and fire extinguishers • Fire drill rendezvous point • First aid arrangements and medical information for children • Child protection procedures • Visitors' procedure • Weather closure procedures • Protocols with parent and other helpers 		
School vision/policies		
<ul style="list-style-type: none"> • Mission statement • Company priorities • Communication with parents, directors etc • Key Policies • Operational 		
Training and development		
<ul style="list-style-type: none"> • Staff development • Appraisal – including dates as appropriate • Safeguarding training 		
Protocols and meetings – draw attention in induction handbook to the following:		
<ul style="list-style-type: none"> • Staff meetings • Whole company meetings • Continuing Professional Development • Uniform expectations 		
Venues		
<ul style="list-style-type: none"> ➤ Timetables ➤ Location of resources ➤ Participant rules ➤ Sanctions and rewards – including behaviour policy ➤ SEND information ➤ Course protocols 		

Approved by: James Hatch, Director

James Hatch

Signed.....

Last reviewed: August 2024

Next review: August 2026