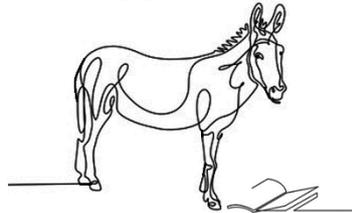


Equine Facilitated Learning

www.berryfieldsanimalassistededucation.co.uk

PONY DAYS, MENTAL HEALTH, WELLBEING, EDUCATION, DEMENTIA, SEND, ANXIETY, DOMESTIC ABUSE, CORPORATE, CONSULTANCY & TRAINING

BERRY FIELDS



ANIMAL ASSISTED
EDUCATION & CONSULTANCY

August 2019

Staff/ Volunteer Induction Policy

1. Introduction

- 1.1. This policy applies to all employees and, as appropriate, to volunteers, who will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.
- 1.2. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer to the duties of the post, and to the School as a whole, provide the foundation for successful and safe contribution to Berry Fields. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the our culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.
- 1.3. The induction process will:
 - Provide information and training on the Berry Fields policies, procedures and routines;
 - Provide Child Protection training and assess its effectiveness;
 - Enable the colleague to contribute to improving and developing the overall effectiveness of Berry Fields and meeting the needs of pupils, visitors and the wider community;
 - Explain the Berry Fields Code of Conduct to ensure that all staff, volunteers understand what is expected of them at the Berry Fields and gain support to achieve those expectations;
 - Identify and address any specific training needs.
- 1.4. The induction programme will include:
 - An induction checklist of the policies, procedures and training to be covered;
 - An induction timetable;
 - Details of help and support available;
 - Details of work shadowing, if appropriate;
 - A diary of induction meetings;
 - Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

2. Appendices

Appendix 1: Management and Organisation of Induction

Appendix 2: The Induction Programme

Appendix 3: Induction Checklist

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

Rachel Hartopp is responsible for the overall management and organisation of induction of new employees and volunteers.

Rachel Hartopp is responsible for the overall management and organisation of induction of volunteers.

2. The person responsible for induction should

- Make arrangements to ensure that a new member of staff, volunteer is welcomed.
- Ensure that immediate needs are identified **before** taking up the position, where possible.
- Provide a tour of Berry Fields and information about facilities, answer questions and give practical advice.
- Introduce key people and associates.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the Line Manager, Mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Child Protection and Health and Safety;
- A training timetable;
- A checklist of the policies and procedures to be understood;
- Details of help and support available;
- A diary of meetings;

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff 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.

Staff / Volunteers

All new staff / volunteers should be given appropriate induction advice, training and resources by Rachel Hartopp. This should include:

- Safeguarding children, children protection.
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Relevant information on curriculum events, schedules and timetables.
- Bookings and procedures.
- Information and procedures in relation to taking equines out to events and events at Berry Fields.

Appendix 3

Berry Fields Induction Procedures

(This should be adapted to the requirements of the specific post and post holder)

Name: _____ Start Date: _____

Induction Element	Tick on Completion	Notes
Day One		
Meet Induction Co-ordinator		
Introduction to Senior Colleague/Mentor		
Tour work area & introduce to work colleagues /volunteers		
Location of facilities – toilets, etc.		
Hours of work / hours of volunteering		
Arrangements for breaks and lunch		
Use of personal mobiles		
Health and Safety aspects relating to individual's work environment		
During First Week		
Planned meetings with key people.		
Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator. Rachel Hartopp		
Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs.		
Identify development needs and agree means of meeting.		

End of First Month		
Meet with Induction Co-ordinator and review progress.		
Agree action plan to deal with outstanding items.		
End of Three Months		
Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.		
Agree an action plan to deal with any outstanding items.		
If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role.		

Policies and Procedures	Tick on Completion	Notes
Health and Safety This will include:		
Provision of or reference to the location of the Berry Fields policy.		
Information and training in relation to the employee's responsibilities.		
Fire and emergency procedures This will include:		
Location of Berry Fields /building fire safety manual, fire action and other fire notices.		
Location of firefighting equipment.		
Means of raising the alarm including the position of fire alarm points (i.e. break glass units).		

Fire evacuation procedure and means of escape.		
Fire assembly points.		
Further training may be necessary depending upon the responsibilities of the post holder.		
First Aid This will include:		
Location of first aid provisions.		
Location of notices bearing details of qualified First Aiders.		
Means of obtaining first aid assistance.		
Further training may be necessary depending upon the responsibilities of the post holder.		
Policy and procedures relating to Safeguarding Children and Child Protection		
Policy and procedures relating to Appraisal/Performance Management		