



## **DUNTON COMMUNITY GARDEN GROUP**

### **Induction Policy**

#### **Policy Statement**

Dunton Community Garden Group (DCGG) believes that all new staff and long-term volunteers must be given an induction programme. This programme is regarded as vital to ensure that the individual feels part of the Group. This will benefit both the individual and the Group. Induction should be seen as an on-going process rather than a one-off event.

#### **Scope of policy**

All staff and long-term volunteers.

#### **Purpose of this policy**

It is the aim of DCGG to ensure that induction is dealt with in an organised and consistent manner enabling individuals to be introduced quickly into their role and working environment. They can then contribute effectively as soon as possible.

This induction policy, associated procedures and guidelines aim to set out specific steps to be followed during the induction process.

#### **Purpose of the induction**

DCGG aims to help each individual to:

- gain an appropriate level of information about their workplace and their physical environment (fire procedures, first aid, toilets etc)
- gain a clear understanding of their role and responsibilities, and the contribution they will make
- build relationships with other individuals with whom they might be required to work
- gain an understanding of the Group's mission, ethos and business plan (and how they can contribute to them)
- gain an understanding of the Group's history
- gain an understanding of the key projects currently being worked on
- be aware of some of the recent successes and what contributes to these successes
- understand the Group's need to build and maintain working relationships with its client groups and to gain awareness of the aims of those groups.
- meet legal requirements (ie Health and Safety) and follow internal policies and procedures.

#### **Elements of the induction**

##### **Induction Preparation**

A person will be nominated to carry out the induction (the Inductor).

Aims:

To prepare induction material in advance of the individual helping the Group.

##### **Local induction**

Aims:

To make the individual feel welcome

To provide relevant role information



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To provide essential Group information

## Corporate Induction

### Aims:

To provide general overview

To inspire individuals about the work of DCGG

To provide signposts for further relevant information

To ensure that all individuals receive a consistent base induction

## Induction Review

### Aims:

To take account of the individual's feelings about how it's going for them, how they feel about the work, DCGG etc

To set clear objectives and review progress

## Responsibilities

### Inductor

The ultimate responsibility for the satisfactory induction of the individual lies with the garden co-ordinator. However, the specific responsibilities may be delegated to others.

The role of the inductor is to:

- be committed to the process and to be aware of their responsibility
- identify training needs
- provide a local induction for individuals so that they become effective quickly
- organise the right support for individuals – guide/buddy
- introduce individuals to key contacts internally and externally.
- ensure that the local induction is flexible and does not overload the individual
- send the right information to the individual at the right time
- provide individuals with a clear understanding of their role and responsibilities
- set objectives and performance standards for the individual
- meet on a regular basis to review performance and needs
- provide constructive feedback
- give opportunities for the individual to experience the different aspects of the Group
- ensure that the individual meets legal requirements specific to their role.

### Individual

The role of the inductee in the induction process is to:

- read and work within policies and procedures
- work through their local induction and be committed to it
- read information referred to in the induction process and to respond to it
- review and monitor their induction
- ask questions if they are not clear about their role, their workplace or the Group etc
- provide constructive feedback to their inductor
- become productive in their role
- fulfil their legal role with regard to health and safety.



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### **Monitoring**

The procedures for monitoring this induction policy and its implementation shall include:

- in the first few weeks, the inductor should ask the individual how they are settling in and whether they require any further information
- during a three and six month review, the inductor and the individual will reflect on what further experience or information is required for the individual to become more effective in their role. This will also be an opportunity to evaluate how well the whole induction process has gone
- at the end of the induction period, the inductor should provide feedback to the Garden Co-ordinator on the effectiveness of the induction process

**Adopted September 2008**