

Catch22 policy and procedure

Induction Policy

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	People Team
Queries to:	Peopleservices@catch-22.org.uk
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Date of next review:	July 2027
Catch22 group, entity, hub:	Catch22
4Policies level (all staff or managers only)	All Staff

Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	01/03/2016	People Team	Policy created
2.0	01/07/2023	People Team	Policy updated

1. What is the policy about?

The purpose of this policy is to provide a framework for the induction of all staff within Catch22. Induction provides familiarisation with the organisation in order to ensure that the new staff member is prepared to take on their role.

2. Who is the policy for?

This policy applies to all newly appointed Catch22 staff including those employees who have joined Catch22 as a result of a TUPE transfer and those who are promoted internally or move into a different role.

3. Policy statement

Catch22 recognises the importance of providing a timely and effective induction for all new staff to ensure they feel welcomed, valued and they are integrated in their role and Catch22.

4. What is induction?

Induction is the process of welcoming new staff members into the organisation, and/or existing staff who have been promoted, and providing them with the information they need to settle and perform in their new role.

Induction begins before a staff member joins and continues until the staff member has all of the information required to allow them to effectively integrate into the organisation.

The quicker new staff members become familiar with their new environment, establish good working relationships with other staff members and understand their role and how it fits into the bigger picture at Catch22, the quicker they will integrate. First impressions and experiences in the first few days, weeks and months of employment can greatly influence an individual's perception of their work and of the organisation so there is responsibility for both the line manager and the new employee to ensure that induction is successful.

5. How does induction work at Catch22 work?

5.1 Line manager responsibilities

It is the responsibility of the line manager to ensure that an adequate and appropriate period of induction is planned and implemented for all new staff. Responsibilities include:

- Preparing for the new employee's arrival, including preparing their workspace, sourcing IT and other necessary resources required for their role, ensuring they have access to Catch22 systems.
- Identifying a Buddy to support with the transition into Catch22.
- Planning and drawing up an induction programme.
- Delivering elements of the induction programme as appropriate.
- Setting and monitoring probation objectives in line with Catch22's probation policy.
- Ensuring the new employee completes Catch22 mandatory and other training (as required) during their probation period.
- Reviewing the Catch22 induction checklist and ensuring all the key information is communicated to enable staff to perform in their role.

5.2 People team responsibilities

The People team will support line managers to plan and implement induction for new staff by:

- Facilitating the Corporate induction and ensuring that new staff are automatically booked onto the next available date.
- Coordinating Catch22's online and face to face learning and developing programme including the delivery of mandatory induction and management training.
- Working with Corporate Services and Development team colleagues to provide information and guides that support the delivering of induction.
- Providing information and guidance on planning and carrying out best practice and effective induction.

5.3 New employee responsibilities

In line with our values, new staff are expected to be curious and take a proactive approach in their own induction. Responsibilities include:

- Undertaking all induction activities which have been identified in their induction programme.
- Proactively seeking out opportunities to learn more about Catch22 and collaborate with colleagues in different areas of the business.
- Familiarising themselves with key platforms (e.g. SharePoint), policies, systems and processes as identified as part of the induction process.
- Engaging in the probation process.
- Completing the mandatory training which has been identified in their probation objectives.
- Applying the knowledge and skills gained through induction to the performance of their role.
- Updating their learning and development record on HouRs.

6. Levels of induction

6.1 Pre arrival

Some induction information can be provided in advance of the start date once an applicant has accepted an offer of appointment. This will enable new employees to become familiar with Catch22 and the services that we provide. New candidates should be encouraged to visit the website, have a pre discussion with the team and have some guides around the service they will be joining. The pre-arrival induction information should be provided by the line manager and is in addition to that provided in the recruitment process.

6.2 Local induction

This relates to induction carried out at job, service and Hub level.

The objectives of local induction are to support new employees to become familiar with:

- Their job role, responsibilities and how these fit into the bigger Catch22 picture.
- Any commissioner specific training and or information relevant for their role.
- Terms and conditions of employment. This should be signed and received prior to the employee start date.
- Expectations in terms of standards (conduct and behaviour) and objectives.
- Catch22's probation arrangements. All new employees at Catch22 are subject to a 6 month probation period. Please see Catch22's Probation Policy for further information.
- Catch22's Continuous Performance Management Policy.
- Learning and development opportunities.
- Relevant policies, procedures and systems.
- Their immediate and wider team.
- Their immediate working environment.
- Service / Hub specific information, including ways of working.
- Support, benefits and key contacts.

The **manager's induction checklist** together with the information and guides on SharePoint are there to assist line managers to design and deliver a full and effective induction for new staff.

The specific activities within job induction will be dependent on the employee's role / service / Hub and the knowledge and skills that the new employee brings with them.

Managers should draw up an induction timetable for the employee's first 8 weeks of employment.

6.3 Corporate induction

The Corporate induction is facilitated by the People team. New staff will automatically be booked onto the next induction event as part of the on-boarding process.

The objectives of the Corporate induction are to give attendees:

- An understanding of our culture, our vision, values and approach to service delivery.
- An understanding of the Group structure and the different areas in which we work.
- An opportunity to network and start to build collaborative relationships across Services and Hubs.

7. Related policies

Probation Policy

Continuous Performance Management Policy.

Talent and Development Policy

Code of Conduct

Capability Policy

Disciplinary Policy

Managing Sickness Absence Policy

Annex 1: Equality Impact Assessment

Summary

This EIA is for:	Induction Policy
EIA completed by:	Sarah Mackintosh, Head of Talent and Development
Date of assessment:	June 2020
Assessment approved by:	Christina Duru, Chief People Officer

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. Whilst currently only public bodies are legally required to complete EIA's under the Equality Act 2010, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

Policy owners are required to complete or review the assessment indicating whether the policy has a positive, neutral or negative impact for people who it applies to and who share one or more of the 9 protected characteristics under the Equality Act 2010. Definitions are based on the Equality & Human Rights (EHRC) guidance.

Objectives and intended outcomes
This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of this policy have been fully considered and addressed, whether or not people share a protected characteristic.

Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Please give details including any mitigation for negative impacts
Age Does this policy impact on any particular age groups or people of a certain age?	☐	☒	☐	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability Does this policy impact on people who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities?	☐	☒	☐	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.

Gender reassignment (transsexual, transgender, trans) Does this policy impact on people who are transitioning from one gender to another (at any stage)	☐	☒	☐	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Marriage and civil partnership Does this policy impact on people who are legally married or in a civil partnership?	☐	☒	☐	The policy applies equally to all members of staff regardless of their marriage or civil partnership status. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their marriage or civil partnership status.
Pregnancy and maternity (in work this is linked to maternity leave, non-work this is for 26 weeks after giving birth) Does this policy impact on people who are pregnant or in their maternity period following the birth of their child?	☐	☒	☐	It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on pregnant women or on staff on maternity leave.
Race Does this policy impact on people as defined by their race, colour and nationality (including citizenship) ethnic or national origins	☐	☒	☐	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Religion and belief Does this policy impact on people who practice a particular religion or none, or who hold particular religious or philosophical belief or none?	☐	☒	☐	It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Sex Does this policy impact on people because they are male or female?	☐	☒	☐	The policy applies equally to all members of staff regardless of their sex. It's not considered that the policy

				includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sex.
Sexual orientation Does this policy impact on people who are sexually attracted towards their own sex, the opposite sex or to both sexes?	☐	☒	☐	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sexual orientation.

More information/notes

Please add any links to key documents or websites to evidence or give further detail on any impacts identified.

N/A