

Procedure: Induction

Purpose of this Procedure

The effectiveness of many of InterClimate Network's Policies and Procedures depends on Trustees, employees, and paid and volunteer associates being aware of them, understanding them, and acting in accordance with them.

The Induction process for new people is vital for this. This Induction Procedure ensures that the appropriate information is conveyed and understood at this stage.

Overall Process

Any new Trustee, employee, or paid or volunteer associate will have one person appointed to oversee their induction process. That person will ensure that:

- all parts of the Induction are carried out (either by themselves or others).
- written confirmation is obtained that the Induction has been carried out.
- the confirmation of induction is forwarded to InterClimate Network's Secretary for future reference.

Induction Components

- Overview of InterClimate Network
- Current Strategy and Activities
- Details of their specific role and useful contacts with InterClimate Network
- Policies and Procedures

All Policies and Procedures are available on the website so that the new person can become familiar with them.

The person co-ordinating the new individual's Induction will ensure that any particularly important or relevant policies or procedures, depending on the new individual's role (but always including Safeguarding, Risk Management, Data Protection) are discussed and understood.

Check-List

The attached Table provides a check-list to aid the Induction process.

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INDUCTION CHECK - LIST		
Name of New Person:		
Name of Induction Lead:		
TOPIC	PROVIDED BY (Name)	COMPLETED (Tick or N/A)
Overview of ICN		
ICN Strategy and Current Activities		
General Familiarisation with ICN's Policies and Procedures		
Policies Read:		
- Risk Assessment		
- Safeguarding Children		
- Data Protection		
-		
-		
-		
-		
Procedures Read:		
- Risk Assessment		
- Safeguarding Children		
- Data Protection		
-		
-		
-		
-		

Induction Completed: Signed:

(Induction Lead)

Date:

I confirm that I have been introduced to InterClimate Network, and have understood the information provided. I agree to act in accordance with all Policies and Procedures, and have read understood specifically those listed above.

Signed:

Date: