

**SORREL YOUTH CAFE  
New Staff - Contract Confirmation and Induction Guidelines**

<b>Policy History</b>	
V1	Agreed Committee Meeting 28 Sept 10
Next Review	Sept 2011

**1. Contract Confirmation:**

- Obtain all references
- Check Certificates
- Check CRB and commence renewal

**2. Before Starting:**

- When, where to arrive, who to meet.
- Terms and conditions, contract.
- Job description, any further background notes.

**3. First Day:**

- Introductions to colleagues
- Office basics:
  - Office access and security
  - Health and safety incl Fire.
  - First aid procedures – trained staff/volunteers
  - General facilities - post, copier, stationery supplies, drinks, phone answering, diaries etc.
- Workstation, equipment
- Clarify personnel issues - holiday arrangements, office hours and cover, dress code, sickness reporting
- Basic structure and purpose of organisation \*.
- Clarify job, key relationships \*.
- Starting tasks \*.

**4. First Week:**

- Communication channels, responsibilities \*
- General work standards \*.
- Specific facilities/resources for the job.
- Supervisory sessions \*.
- Organisation's history, policies, goals, structure \*.

**5. FIRST MONTH**

Those items marked \* above will need to be revisited and developed over time.  
Assessment of initial training and development needs.

**6. WITHIN FIRST SIX MONTHS**

**A Charitable Private Company Limited by Guarantee in England and Wales  
Registered Charity No. 1135413**

First appraisal interview/probationary period review.