Corporate Induction Policy

Policy number and category	**HR 24**	**Human Resources**
Version number and date	**7**	**January 2025**
Ratifying committee or executive director	**Transforming our Staff Experience and Culture sub-group of the People Committee**	
Date ratified	**February 2025**	
Next anticipated review	**February 2028**	
Executive director	**Executive Director of Strategy, People & Partnerships**	
Policy lead	**Fundamental Training and Induction Lead**	
Policy author *(if different from above)*	**As Above**	
Exec Sign off Signature (electronic)	*Patrick Nyarumbu*	
Disclosable under Freedom of Information Act 2000	**Yes**	

POLICY CONTEXT:
- All new staff will be offered a place on the BSMHFT Corporate Induction
- The Trust is committed to ensuring all staff are provided with a positive welcome to their employment with the Trust.

POLICY REQUIREMENT (see section 2)

This Corporate Induction Policy applies to all Trust staff who join BSMHFT as new employees.

However, employees who are transferring between departments or becoming substantive employment from temporary staffing must complete a local induction with their new managers.

EXEMPTIONS
Students, contractors, work experience placements, honorary staff and trainees **are exempt** from this policy. Junior Doctors will need to attend a separate medical staff induction as per Deanery guidelines this may include e-Learning.

Change Record

Date	Version	Author (Name & Role)	Reasons for review / Changes incorporated	Ratifying Committee
September 2021	**6**	**Lucy Thomas, Induction and Fundamental Training Lead**	**Regular review**	**People Committee**
August 2024	**7**	**Estelle Patil, Fundamental Training, and Induction Lead**	**Regular review / Following the Covid-19 restrictions, the Trust Corporate Induction's content was changed. This has been included in this policy.**	**People Committee**

Contents

1. Introduction

The Trust is committed to ensuring all staff are provided with a positive welcome to their employment.

1.1. Rationale

The objective of this policy is to ensure that all new starters are welcomed and understand the organisation's vision, values, and strategy of the Trust. They will undertake a comprehensive induction that is appropriate to their job role and will thus enable them to provide a safe and efficient service within their role. The Induction will consider learning styles and
learning needs of individuals to enable staff to maintain health and wellbeing in the workplace.

Existing staff transferring to new job role within the Trust or becoming substantive employment from temporary staffing **are not** expected to complete the Corporate Induction but are expected to have a local orientation (ref HR 35).

1.2. Scope

This policy applies to all BSMHFT permanent and temporary staff.

Medical Staff

- Locum Medics are required to follow the same process as permanent staff.
- Trainee Medical staff induction process is governed and managed by Medical Workforce and Post Graduate Medical Education (PGME).

Psychology/ Student Nurses /AHP

- **Psychological Profession Students / Student Nurses / AHP Learners -** (Who are on registered training programmes and/or on unpaid placement and/or have wages paid by other Trusts/ Organisations) and are on clinical/academic placement with BSMHFT **do not** need to complete corporate induction as this remains the responsibility of the profession group to provide.
    - **Psychological Profession Students:** will have access to the pre-recorded Induction webinar as per the training agreements with relevant HEIs.
    - **Student Nurses:** will attend the specific one-day face-to-face induction training.
    - **AHP Learners:** will have a local placement induction, supported by the AHP Placement Induction Handbook.

Other Groups

- **Honorary Staff, Interim workers, Agency, and Contractors** do not need to complete corporate induction as this remains the responsibility of their Organisation to whom they are accountable.
- **Trainees Clinical Psychologists -** (NHS Employed Learners registered on training programmes who are employed by the Trust or those in receipt of salary support from the Trust) - **must complete the full corporate induction**. Those who have been employed by the Trust previously and attended corporate induction in the last 12 months, do not need to go through the same face-to-face Trust corporate induction
- **Work Experience Placements**- do not need to complete corporate induction however their

host will provide a local placement induction

1.3. Principles

The corporate induction arrangements are put in place to:

- Ensure that the wellbeing and safety of inductees are promoted and embedded into the staff's journey.

- Enable the new member of staff to be familiar and understand the values and overall culture of the organisation.

- Ensure that all information required to effectively onboard staff is provided on the Trust induction welcome pack for new starters.

2. Policy

1.4. Fundamental Training. All new starters will be required to complete relevant Statutory and mandated training for their role. Following induction, new staff members are required to complete all Fundamental Training that is e-Learning on the Trust Learning Management system (Learning Zone) within the first two weeks. Any additional Fundamental Training subjects will be completed within the first three months of employment.

1.5. Corporate Induction Programme – The delivery mode and requirements of Corporate Induction may vary over time, dependent on the needs of the organisation. Corporate Induction will be reviewed annually to ensure a quality assured process. see Appendix 2 for current programme)

1.6. Completion of the Corporate Induction is a mandatory requirement for all new starters.

Exceptions: Junior Doctors for whom a separate medical staff induction will apply and as per Deanery guidelines. Any other exemption requests must be authorised by Director of Nursing or Associate Director of Human Resources. Where this is authorised, Learning and Development will provide a copy of the Corporate Induction's New Starter Welcome Pack for the individual's line manager to go through with the new starter. A note of the exemption will also be included on the individual's personal file.

Local inductions - new starters who will be working within Secure and Offender Health units will also be required to attend additional specific forensic induction. This will be monitored at a local level.

1.7. Completion of the Corporate Induction must be completed in full, failure to do so can result in deferment of employment start date. If a new starter has been employed by the Trust previously and attended corporate induction in the last 12 months, do not need to go through the same corporate induction.

Exception of attendance:
Inclement Weather: In an event of a severe weather warning in place where travelling isn't advised then Corporate Induction at the Uffculme would be cancelled. Staff can attend their place of work and they will be re-booked onto the next Induction Day 1 and Day 2. If an employee shows up for the first day of induction but is unable to attend the second day due to "inclement weather", they will be re-booked to attend the next second date of induction.
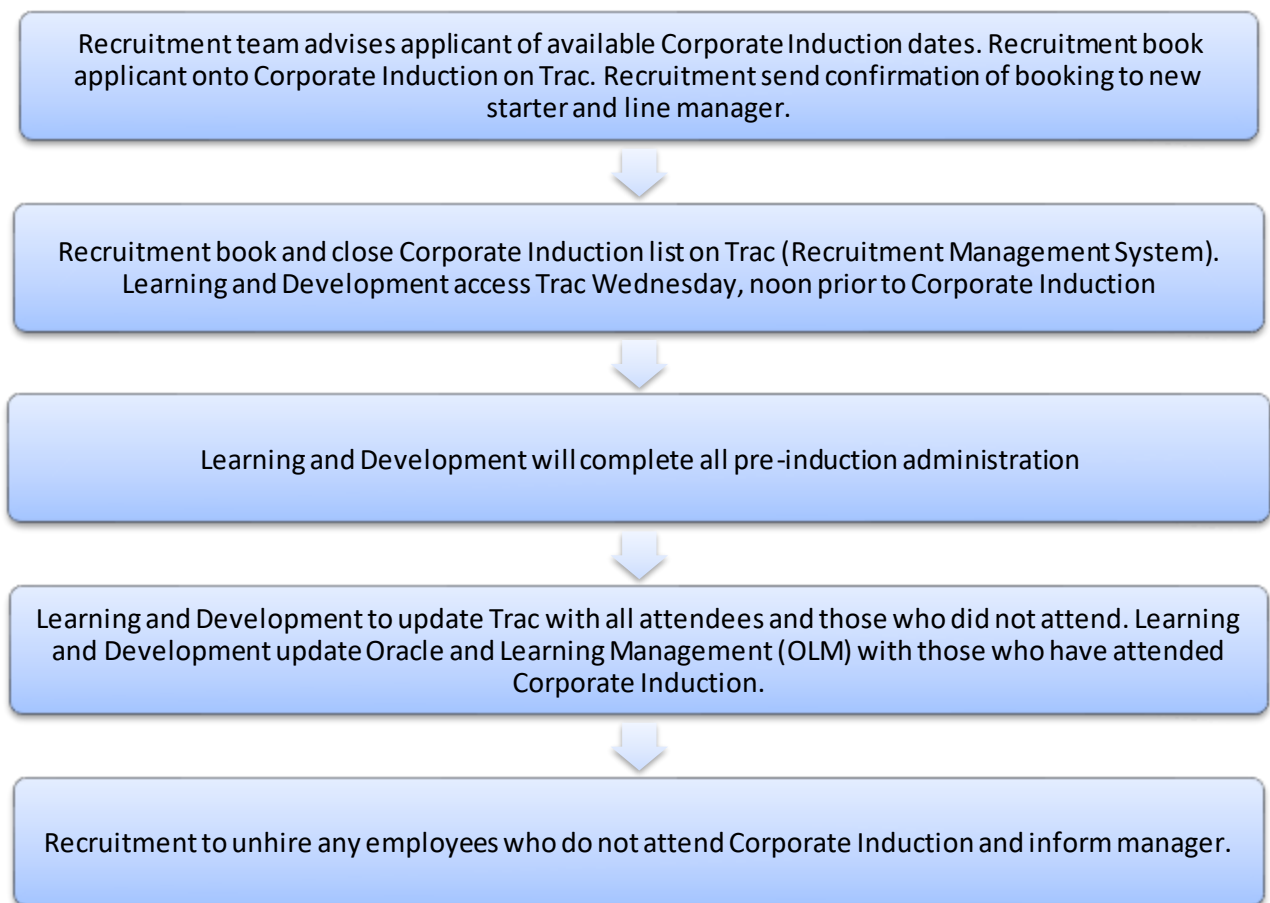
1.8. All temporary workers need to complete a Temporary Staffing Solutions (TSS) orientation

at Corporate Induction, then complete the Local Orientation checklist each time they work a shift in an area (Ref HR 35)

1.9. Completion of Corporate Induction is recorded centrally on the Oracle Learning Management System by Learning & Development administrators. Fundamental Training completions that are e-Learning are recorded on the Trust Learning Management system (Learning Zone). Where possible, Statutory and Mandatory training from other NHS organisations will be transferred and recorded so that inductees do not need to repeat training.

3. Procedure

Corporate Induction Process flow chart.

Recruitment team advises applicant of available Corporate Induction dates. Recruitment book applicant onto Corporate Induction on Trac. Recruitment send confirmation of booking to new starter and line manager.

Recruitment book and close Corporate Induction list on Trac (Recruitment Management System). Learning and Development access Trac Wednesday, noon prior to Corporate Induction

Learning and Development will complete all pre-induction administration

Learning and Development to update Trac with all attendees and those who did not attend. Learning and Development update Oracle and Learning Management (OLM) with those who have attended Corporate Induction.

Recruitment to unhire any employees who do not attend Corporate Induction and inform manager.

4. Responsibilities

Post(s)	Responsibilities	Ref
All Staff	• Completion all Fundamental Training that is e-Learning within the first two weeks. Any additional Fundamental Training subjects will be completed within the first three months of employment. • Completing the entire Corporate Induction	

	Programme. • Informing their manager of any special requirements that they may need to complete induction.
Line Manager of New Starter	• Ensuring that their new starter completes the Trust Corporate Induction and local orientation. • Advising Recruitment of all new starters (including psychology trainees/ assistants) to the Trust. Learning and Development will not accept bookings for Corporate Induction direct from the line manager. • Informing the Learning and Development Department of any additional requirements needed for the new starter to attend induction for example a hearing loop or interpreter.
Policy Lead	• To ensure the policy is reviewed and updated. • Coordinate delivery and review of the corporate induction programme • Plan a schedule of corporate induction events for new starters. • Co-ordinate the material on the corporate induction welcome pack
Recruitment Team	• All bookings for attendance to Corporate Induction must be made via the recruitment team who will update the Trac system so the Learning and Development Department, can access the delegates. • To ensure new starters (except junior doctors who are booked on by medical staffing) are booked onto corporate Induction. • Will notify all new starters, of their Corporate Induction dates when an unconditional offer has been issued. • To ensure commencement must only be arranged once all checks are cleared as per the Recruitment and Retention policy.
Temporary Staffing Manager	• Temporary Staffing Manager is responsible for ensuring Corporate Induction is completed by temporary workers. • The Temporary Staffing Solutions Manager (or nominated deputy) is responsible for completing the generic local orientation checklist with Temporary Staffing Solutions new starters.
Learning and Development Team	• Accessing the attendance list from the TRAC system owned by Recruitment Team and creating sign in attendance sheets and all relevant pre and post paperwork for expected new starters. • Entering completion and non-completion to Corporate Induction onto the Oracle Learning

	• Management system (OLM). • Advice recruitment of any new starters who fail to complete corporate Induction.	
Executive Director	• To ensure the policy is adhered to.	
Service, Clinical and Corporate Directors	• To respond to issues of Policy non- compliance	

5. Development and Consultation

The Corporate Induction has been developed in partnership with various stakeholders including but not exhaustive:
- Recruitment
- Learning and Development
- ICT Team
- ESR Team
- Experts by Experience
- Participation and Experience Team
- Equality, Diversity, and Inclusion Team
- Freedom to Speak Up Guardians
- Counter Fraud Team
- Quality Improvement Team
- Unions

An annual evaluation takes place with all the stakeholders in August to analyse the feedback given by Inductees. The People Committee will then be presented with these recommendations for improving the quality of the Corporate Induction.

Consultation summary		
Date policy issued for consultation	August 2024	
Number of versions produced for consultation	1	
Committees / meetings where policy formally discussed	**Date(s)**	
Where received	**Summary of feedback**	**Actions / Response**

6. Reference documents

- Recruitment and Retention Policy HR26

- Fundamental Training Policy HR35

7. Bibliography

There are no documents.

8. Glossary:

Oracle and Learning Management (OLM)	This is a software package that is part of the Electronic Staff Records system. This system is used to record training including Induction. OLM provides data to the Traffic light system enabling traffic lights to reflect training completion.
Temporary Staffing Solutions (TSS)	This is the department within the organisation that manages bank staff.
Trac	Recruitment Management System used by Recruitment
Learning Management System (LMS)	At BSMHFT Learning Management System call as Learning zone

9. Audit and Assurance

Every year in August, all stakeholders review Corporate Induction to analyse the feedback given by Inductees and ensure that the programme is fit for purpose. Then, these recommendations for improving the quality of the Corporate Induction will be submitted to People Committee for review and approval.

Element to be monitored	Lead	Tool	Frequency	Reporting Committee
Feedback from new starters after Induction takes place	Fundamental Training and Induction Lead	Induction Workshop	Annual	People Committee

10. Appendix 1 - Equality Analysis Screening Form

Title of Policy	HR24 Corporate Induction Policy		
Person Completing this policy	Estelle Patil	Role or title	Fundamental Training and Induction Lead
Division	Strategy, People and Partnerships	Service Area	Learning and Development
Date Started	10th January 2025	Date completed	10th January 2025

Main purpose and aims of the policy and how it fits in with the wider strategic aims and objectives of the organisation.
The objective of this policy is to ensure that all new starters are welcomed and understand the organisation's vision, values, and strategy of the Trust.
Who will benefit from the policy?
The policy applies to all paid BSMHFT staff employed directly by the Trust
Does the policy affect service users, employees, or the wider community? *Add any data you have on the groups affected split by Protected characteristic in the boxes below. Highlight how you have used the data to reduce any noted inequalities going forward*
This policy applies to BSMHFT staff.
Does the policy significantly affect service delivery, business processes or policy? *How will these reduce inequality?*
No – this is a review of a current policy so service delivery, business processes and policy are already in place
Does it involve a significant commitment of resources? *How will these reduce inequality?*
No – this is a review of the current policy, so resources are already in place.
Does the policy relate to an area where there are known inequalities? (e.g., seclusion, accessibility, recruitment & progression)
This policy applies to all BSMHFT staff but is designed to welcome all new starters
Impacts on different Personal Protected Characteristics – *Helpful Questions:*

Does this policy promote equality of opportunity? *Eliminate discrimination?* *Eliminate harassment?* *Eliminate victimisation?*	*Promote good community relations?* *Promote positive attitudes towards disabled people?* *Consider more favourable treatment of disabled people?* *Promote involvement and consultation?* *Protect and promote human rights?*

Please click in the relevant impact box and include relevant data				
Personal Protected Characteristic	**No/Minimum Impact**	**Negative Impact**	**Positive Impact**	**Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.**
Age	X			It is anticipated that age will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect regardless of their age.
Including children and people over 65 **Is it easy for someone of any age to find out about your service or access your policy?** **Are you able to justify the legal or lawful reasons when your service excludes certain age groups**				
Disability	X			If an employee or presenter who attends Corporate Induction has a disability, Learning and Development will make any reasonable adjustments necessary, this can include using the loop system for those who are hard of hearing. For wheelchair users ensuring there is space for a wheelchair. If an employee requires a BSL interpreter, their manager will book the interpreter and Learning and Development will liaise with the interpreters to ensure they have all of the information they require. For those with a learning disability, Learning and Development can print out slides in advance etc
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues **Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability?** **Are you making reasonable adjustment to meet the needs of the staff, service users, carers, and families?**				
Gender	X			It is anticipated that gender will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect regardless of their gender.
This can include male and female or someone who has completed the gender reassignment process from one sex to another. **Do you have flexible working arrangements for either sex?** **Is it easier for either men or women to access your policy?**				
Marriage or Civil Partnerships	X			It is anticipated that marriage or civil partnerships will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect regardless of their marriage or civil partnerships.
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters. **Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?**				

Category	X			Comment
Pregnancy or Maternity	X			If an employee or presenter who attends Corporate Induction is pregnant then they will be able to take breaks throughout the day in addition to all breaks that are already factored into the Corporate Induction schedule
This includes women having a baby and women just after they have had a baby. **Does your service accommodate the needs of expectant and post-natal mothers both as staff and service users?** **Can your service treat staff and patients with dignity and respect relation into pregnancy and maternity?**				
Race or Ethnicity	X			It is anticipated that race or ethnicity will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect regardless of their race or ethnicity.
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees **What training does staff have to respond to the cultural needs of different ethnic groups?** **What arrangements are in place to communicate with people who do not have English as a first language?**				
Religion or Belief	X			The Uffculme Centre has a prayer room available to all faiths and there are scheduled breaks throughout the Corporate Induction that employees can use to visit the prayer room.
Including humanists and non-believers **Is there easy access to a prayer or quiet room to your service delivery area?** **When organising events – Do you take necessary steps to make sure that spiritual requirements are met?**				
Sexual Orientation	X			It is anticipated that sexual orientation will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect regardless of their sexual orientation.
Including gay men, lesbians, and bisexual people **Does your service use visual images that could be people from any background or are the images mainly heterosexual couples?** **Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?**				
Transgender or Gender Reassignment	X			It is anticipated that transgender or gender reassignment will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect regardless of their transgender or gender reassignment.
This will include people who are in the process of or in a care pathway changing from one gender to another. **Have you considered the possible needs of transgender staff and service users in the development of your policy or service?**				
Human Rights	X			It is anticipated that human rights will not have an negative impact in terms of discrimination as this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of this. All staff will be treated with dignity and respect.

Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?				
If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e., Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)				
	Yes	**No X**		
What do you consider the level of negative impact to be?	**High Impact**	**Medium Impact**	**Low Impact**	**No Impact**
				X
If the impact could be discriminatory in law, please contact the Equality and Diversity Lead immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required. If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the Equality and Diversity Lead before proceeding. If the policy does not have a negative impact or the impact is considered low, reasonable, or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the Equality and Diversity Lead.				
Action Planning:				
How could you minimize or remove any negative impact identified even if this is of low significance?				
We collaborate with all stakeholders to ensure that Corporate Induction is inclusive, and we make any reasonable adjustments necessary to ensure this.				
How will any impact or planned actions be monitored and reviewed?				
After every Corporate Induction a survey is sent out to every new starter to ask about their Recruitment and Induction experience, this survey is monitored every month.				
How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.				
Corporate Induction has been created in conjunction with a variety of stakeholders who all promote our Trust Values through Corporate Induction				
Please save and keep one copy and then send a copy with a copy of the policy to the Senior Equality and Diversity Lead at bsmhft.edi.queries@nhs.net The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis				

11. Appendix 2 Example of the Corporate Induction Program (as August 2024)

Day 1 Corporate Induction	
Time	**Activity**
09:30 AM	Registration
10:00 AM	Welcome
10:15 AM	Executive Welcome
11:00 AM	Break
11:15 AM	Introduction Activity
11:30 AM	Service User and Family Participation and Experience
12:30 PM	Lunch
01:30 PM	Counter Fraud
01:45 PM	Leadership and Quality Improvement
02:45 PM	Break
03:00 PM	Electronic Staff Record (ESR)
03:30 PM	Temporary Staffing Solutions Support

Day 2 Corporate Induction	
Time	**Activity**
9:30 AM	Registration
9:45 AM	Welcome
10:15 AM	Non-Executive Directors and Governors
11:00 AM	Day in the Life and Success Stories
12:00 PM	Marketplace and Lunch
1:00 PM	Fundamental Training
1:30 PM	Inclusion and Freedom to Speak up
3:30 PM	Information and Communication Technology

12. Appendix 3 Local Induction Online Checklist Form
(This form is available on the Trust Learning Management system)

NEW EMPLOYEE (print name) …………………………………

MANAGER (print name) …………………………………

DATE OF START OF EMPLOYMENT: ……………………………………

DATE COMPLETED TRUST INDUCTION (week beginning) ………………

The Local Orientation process is in place to ensure that all new employees are given information that will enable them to feel welcomed and orientated to the Trust. It is a generic check list as managers are expected to tailor conversations to cover information specific to requirements of the new team member.

This local orientation process is **mandated** and as such is recorded for auditing purposes. Please complete this checklist within the **first 4 weeks** of the start date, place a copy in the new starter's personal file and send copy to the Learning and Development team (details below)

Content to be discussed with new employee on their FIRST DAY	
Please note: this checklist is for both Clinical and non-clinical staff. If the content covered is not appropriate for role indicate this in signature box as N/A	
	New employee signature to confirm content covered and understood.
Check personal demographic details, line manager, email address and bank details are correct on ESR.	
Job role and how it relates to wider team and organisation.	
Introduction to colleague who will orientate new staff member to the work base and other relevant departments.	
Local amenities and local services available to staff member. **NB** Smoke free Trust.	
Trust intranet pages "Connect "and Links to information that will be useful to know (e.g., where to find policies, user, and carer information).	
Health and safety pertinent for work base: - • Local fire exists/ fire extinguishers/ phased and continuous fire alarms/ procedure for evacuation in the event of a fire. • First Aid box location, on call first aider. • Role of person to contact inside working hours (9-5). Role of person to contact outside of working hours. • Security reporting systems- internal security, (check I.D) and how to report breaches. • Lone working procedures and devices.	
Personal security and procedures i.e., Pass, Alarms, keys.	
Use of anti-barricade devices and any associated local documentation Day1 for in- patient areas /secure and complex care services (SCCS)	

Familiarise yourself with PPE utilised in this area, how to don/doff and how to access PPE in the team you work with. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures	
Operation of door monitoring alarm system and any local documentation (Inpatient wards where applicable)	
Familiarity with contents of Ligature and Environmental Risk Assessments for the ward	
Location of Ligature Cutters (Inpatient Wards)	
Content to be discussed with new employee within 4 weeks of start date.	
Trust values- Compassion, Inclusion, Committed and Trust Behavioural Framework	
Dignity At Work Policy (HR 07) and Health, Wellbeing & Attendance Policy (HR 3)	
Regular Management Supervision and clinical supervision and appraisal processes	
Equipment staff member requires and arrangements for obtaining them	
How to raise concerns – Freedom to Speak Up etc	
Ward Team and Staffing Levels	
Register for Eclipse Incident Awareness Training. (to register, please contact the Eclipse Team at bsmhft.eclipse@nhs.net)	
Handover and documentation process e.g., WHAT handover & progress notes	
Familiarisation with location and contents ligature risk assessment (LRA) and environmental risk assessment ERA and relevant mitigations for the ward/team	
RIO: - access, how to complete documentation and where to record information	
Ward Security Systems e.g., Day area, corridor, courtyard, activity room, supervision. Meals and drinks routine and observations.	
Seclusion procedures, including: - paperwork/observation/items that can be given to patient/clothing/reviews	
Sharps Check for patient care – procedures if patient given sharps, sharps disposal, reporting missing items.	
Local Contraband process /procedures	
Communication-: Telephone and meeting etiquette Useful phone numbers	
Access and familiarisation to the Digital Ward platform	
AVERTS (reduction of violence and aggression) skills passport /checklist.	
Signature of manager completing Local orientation	