

Induction Policy

This Policy is designed to ensure the effective integration of all Associates, Volunteers and Carers/PAs into the Company for the benefit of both parties.

The General Manager is responsible for the communication of this policy to relevant individuals who carry out the inductions. Specific elements of this process may be delegated to other people with appropriate knowledge / resources.

Full induction procedures are described in the Freewheelers Induction Handbook. A copy of the handbook will be given to all individuals who will be expected to sign and date that they have understood and agreed to the requirements.

The requirement for Carers/PAs is a basic introduction to the venue(s) that they will be attending and will focus on general orientation, fire drills, code of practice, limits of their involvement. This may also be used for persons seeking to join the Freewheelers as an associate or volunteer prior to their formal acceptance. It is the responsibility of each member/associate to inform our Workshop Coordinator that a new carer will be attending Freewheelers ahead of the first attendance. Communication should include the proposed first date of attendance, carer/PA's name and contact number if possible.

For staff/volunteers, once accepted, they will undergo a more in-depth introduction including checks on registration details, DBS checks, health and safety procedures and company overview including our mission statement and company values.

The induction will take place at the earliest opportunity, and before the individual is allowed to become fully involved with workshops/performances.

END OF POLICY

Next review Jul 2020
