

## PR24 - Induction and Onboarding Policy and Procedure

Category: Human Resources    Sub-category: Recruitment, Induction and Training







### Policy Review Sheet

Last Reviewed: 21/06/19 Last Amended: 21/06/19

Next planned review in 12 months, or sooner as required.

Note: The full policy change history is available in your online management system.

Business Impact:	Low	Medium	High	Critical
		X		
Changes are important, but urgent implementation is not required, incorporate into your existing workflow.				

 <b>Reason for this review:</b>	Improve usability
 <b>Were changes made?</b>	Yes
 <b>Summary:</b>	No imminent legislative changes, however, scheduled review of the policy undertaken. Personnel File Contents checklist replaced with Care Staff File Recruitment Checklist. References also reviewed to ensure they are current.
 <b>Relevant Legislation:</b>	<ul style="list-style-type: none"> <li>Equality Act 2010</li> <li>Equality Act 2010: Chapter 1 (Protected Characteristics) Chapter 2 (Prohibited Conduct) and Chapter 3 (Services and Public Functions)</li> <li>The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014</li> <li>Health and Safety at Work etc. Act 1974</li> <li>Management of Health and Safety at Work Regulations 1999</li> <li>Safeguarding Vulnerable Groups Act 2006</li> </ul>
 <b>Underpinning Knowledge - What have we used to ensure that the policy is current:</b>	<ul style="list-style-type: none"> <li>SCIE, (2017), <i>Understanding common induction</i>. [Online] Available from: <a href="https://www.scie.org.uk/workforce/induction/planning.asp">https://www.scie.org.uk/workforce/induction/planning.asp</a> [Accessed: 20/06/2019]</li> <li>RCN, (2015), <i>First Steps for Health Care Assistants</i>. [Online] Available from: <a href="http://rcnhca.org.uk/">http://rcnhca.org.uk/</a> [Accessed: 20/06/2019]</li> </ul>
 <b>Suggested action:</b>	<ul style="list-style-type: none"> <li>Encourage sharing the policy through the use of the QCS App</li> <li>Ensure the policy is discussed in planned supervision sessions with relevant staff</li> <li>Ensure relevant staff are aware of the content of the whole policy</li> </ul>

## **PR24 - Induction and Onboarding Policy and Procedure**

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## PR24 - Induction and Onboarding Policy and Procedure

### 1. Purpose

1.1 The purpose of this policy is to set the standards of induction expected for new staff who are recruited, relocated or transferred to work at 4SocialCare Ltd.

1.2 To establish the role-specific knowledge and competencies that need to be achieved in a timely manner, so that staff can integrate and become productive members of 4SocialCare Ltd.

1.3 To comply with legislation, regulation and best practice standards.

1.4 To support 4SocialCare Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Line of Enquiry (KLOE)
SAFE	S1: How do systems, processes and practices keep people safe and safeguarded from abuse?
EFFECTIVE	E2: How does the service make sure that staff have the skills, knowledge and experience to deliver effective care and support?
WELL-LED	W1: Is there a clear vision and credible strategy to deliver high-quality care and support, and promote a positive culture that is person-centred, open, inclusive and empowering, which achieves good outcomes for people?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.5 To meet the legal requirements of the regulated activities that 4SocialCare Ltd is registered to provide:

- Equality Act 2010
- Equality Act 2010: Chapter 1 (Protected Characteristics) Chapter 2 (Prohibited Conduct) and Chapter 3 (Services and Public Functions)
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safeguarding Vulnerable Groups Act 2006

### 2. Scope

2.1 The following roles may be affected by this policy:

- All staff

2.2 The following people may be affected by this policy:

- Service Users

2.3 The following stakeholders may be affected by this policy:

- Commissioners

### 3. Objectives

3.1 To recognise the importance of providing individuals who are joining, transferring or relocating to 4SocialCare Ltd with a suitable structured induction programme as well as mandatory and statutory training that they are required to complete.

3.2 To ensure that all staff are clear about the requirements of their role and have an overall understanding of 4SocialCare Ltd and the expected ways of working within the service.

## PR24 - Induction and Onboarding Policy and Procedure



### 4. Policy

**4.1** 4SocialCare Ltd is committed to applying equality to all stages of the induction process. 4SocialCare Ltd will have due regard for the need to eliminate unlawful discrimination, promote equality and opportunities for all and foster good relations between staff.

**4.2** When a job has been offered, or a relocation or transfer agreed, an induction programme will be drawn up for use on commencement of the staff member's employment.

- The programme will meet the standards of the Health and Social Care Act 2008 regulations 2014
- All new members of staff, including trainees and all staff under 18, will successfully complete an induction programme within 12 weeks of appointment
- Specific role induction resources will be available and integrated into the induction
- New members of staff will not begin work until a DBS check is completed and returned

**4.3** Accountability for completion of the induction, training and ongoing development lies with the individual member of staff. Mrs Jody-Ann Jones or a delegated other, will have an oversight of the compliance of all staff's mandatory and statutory training, as recorded on the training matrix, and manage accordingly any outstanding areas as part of the quality assurance programme.

**4.4** All 4SocialCare Ltd staff involved in the induction of individuals will be suitably experienced, have appropriate knowledge and be competent in their role. Where required, staff will be offered relevant training in order to fulfil the duties required in relation to the induction of others.

**4.5** It is the responsibility of the line manager to ensure that new staff are welcomed to the team and take part in an appropriate induction programme, although it is not expected that they will cover all elements personally. Mrs Jody-Ann Jones will communicate with other staff at 4SocialCare Ltd about any new staff who will be starting and completing their induction.

## PR24 - Induction and Onboarding Policy and Procedure

### ➔➔ 5. Procedure

5.1 The local induction programme will normally take place within the first 6 weeks of employment at 4SocialCare Ltd, whilst the general induction will take place within the first 3 months of employment.

The length and nature of the induction process will be tailored to the individual depending on the complexity of their role, the nature of the department, their degree of experience and whether or not they are a new or existing member of staff.

#### 5.2 Induction Procedure

Before the new member of staff begins work, the manager or their delegate will ensure:

- That a full induction programme is specified
- That a venue for the induction has been arranged
- That sufficient uninterrupted time is available for adequate one-to-one training
- That equipment and resources required during the induction have been prepared in advance

On appointment, the new member of staff will be issued with the relevant induction work manuals and a schedule of completion agreed, which will, in all cases, be no more than 12 weeks.

When the member of staff first reports for duty, the Line Manager or a person delegated to the task and given sufficient time and knowledge to carry out the task, will greet them and introduce them to colleagues. An experienced member of staff will be allocated to new staff as a "buddy" or "mentor", with the intention of providing a point for informal support during the introductory period. Where possible, the staff rota will be organised so that new staff and their 'buddy' or 'mentor' will be working together as much as possible, and alternative supervision arrangements made where the 'buddy' or 'mentor' is not on duty.

On the first day of employment, the Recruitment Policy and Procedure will be referred to, and the appropriate section of the Induction Record used to plan and control induction training.

Items in the Induction Record will be demonstrated to the new staff member, and when the new member is assessed as having understood each individual item, the demonstrator will sign off the demonstration and assessment columns. At the completion of induction, a review of understanding will be carried out and signed off if satisfactory.

If the full programme is not completed by the end of the available time, a further time will be agreed, within the next 2 days, for completion.

New staff will be coached to use the computer linked to the QCS system and given a personal ID and password. They will also be encouraged and supported to make full use of the QCS App.

#### 5.3 Role Specific Information

##### Care Staff - The Care Certificate

All employees joining 4SocialCare Ltd in a care role will be required to complete the Care Certificate in the first 12 weeks of their employment. Employees who do not successfully complete the Care Certificate within the first 12 weeks will have a further opportunity to complete this over a further 12-week period.

Certificates which have been issued by other health and social care provider organisations will be accepted by 4SocialCare Ltd.

Further information on the Care Certificate is available at: <https://www.nhsemployers.org/your-workforce/plan/workforce-supply/education-and-training/care-certificate>

5.4 The line manager, 'buddies' or 'mentors' will use a blended approach to monitor the competence of new staff during induction and this will include the following means:

- **Self-evaluation** - Ask the person to describe how they think they are progressing
- **Observation** - Direct observation of how the person is performing in their role
- **Feedback** - From people who use the service and their close networks as well as colleagues
- **Reflection** - Ask the person to reflect on an aspect of their work, usually a specific incident, and explain

## PR24 - Induction and Onboarding Policy and Procedure

what they learned from it

- **Questions** - To test the person's understanding of a topic in more depth
- **Evidence** - Of accredited training in a particular area

Where concerns are identified by the mentor or buddy regarding the performance and competence of a new member of staff, this will be documented and reported in a timely manner to the line manager or Mrs Jody-Ann Jones.

### 5.5 Review and Evaluation

Mrs Jody-Ann Jones or delegated other is responsible for reviewing the induction to ensure it remains fit for purpose and meets any changes to legislation, regulation or best practice recommendations.

Individual feedback will be sought from new members of staff and their 'buddies' during and on completion of the induction to identify if any changes need to be made.

The induction process will be recorded on the training matrix and completion of and compliance with induction will be monitored as part of a continuous quality assurance monitoring programme at 4SocialCare Ltd.

Induction and training will form the core agenda of team staff meetings and will be discussed as part of management meetings at 4SocialCare Ltd.

### 5.6 Agency/Temporary Workers

Agency and temporary workers are entitled to a local induction at 4SocialCare Ltd and staff will refer to the Agency Staff Policy and Procedure.



## 6. Definitions

### 6.1 Local Induction

- Local induction refers to elements of induction that are specific to the role and/or team of the new employee

### 6.2 Statutory Training

- This type of training is usually required by law or where a statutory body has instructed an organisation to provide training on the basis of specific legislation (i.e. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999)
- Employers often describe this as 'essential' or 'compulsory' training and it ensures that staff have the knowledge to maintain a healthy and safe working environment for themselves and their colleagues

### 6.3 Mandatory Training

- Mandatory training is obligatory or compulsory, required or commanded by an authority or organisation



## Key Facts - Professionals

Professionals providing this service should be aware of the following:

- Inductions for 4SocialCare Ltd staff aim to be timely, organised, engaging and give a good first impression. Research suggests that delivering it in this way encourages and motivates staff to be 'on board' from day one
- Inductions include setting out the mission, vision, history, culture and values of 4SocialCare Ltd, whilst providing the skills needed and information about 'who's who' within the service
- Inductions are not just available for new staff but are also offered to staff who are changing job roles or returning to work after a long period of absence
- 4SocialCare Ltd has a core induction pack to enable all staff to experience a high standard of induction in order to achieve competence in their role

## PR24 - Induction and Onboarding Policy and Procedure

### Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- All new staff at 4SocialCare Ltd are provided with an induction by an experienced member of staff
- During induction, staff are assessed to ensure that they are competent to carry out their role safely and to the high standard that 4SocialCare Ltd expects
- You can be assured that the induction process in place is based on best practice recommendations and meets regulatory and legislative requirements
- You are encouraged to discuss any aspects of the induction process or staff performance with Mrs Jody-Ann Jones or a senior member of staff

### Further Reading

As well as the information in the 'Underpinning Knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

- **Skills for Care - Managing a Service:** <https://www.skillsforcare.org.uk/Leadership-management/managing-a-service/Managing-a-service.aspx>
- **SCIE - People Management:** <https://www.scie.org.uk/workforce/peoplemanagement/recruitment/induction/>
- **New Care Staff** - First steps programme: <http://rcnhca.org.uk/>

### Outstanding Practice

To be 'Outstanding' in this policy area you could provide evidence that:

- 4SocialCare Ltd focuses on supporting its staff through induction and ongoing training
- 4SocialCare Ltd offers a robust and comprehensive induction programme
- Buddies and mentors support new staff to deliver support to Service Users with compassion, dignity and respect and they will assess this and report any concerns to their line manager
- Feedback from staff, Service Users and stakeholders is positive in relation to induction and the competence of staff
- Themed audits take place to review the quality and effectiveness of the induction process, any findings are acted upon and changes are embedded in practice
- Staff responsible for mentoring or buddying new staff have the skills, knowledge and expertise to perform their role correctly, safely and competently
- The wide understanding of the policy is enabled by proactive use of the QCS App

## PR24 - Induction and Onboarding Policy and Procedure



The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Offer Letter - PR24	For each successful candidate to confirm offer of the role.	QCS
Equal Opportunities Monitoring Form - PR24	To be sent with the offer letter (supply brown envelope).	QCS
Health and Fitness Questionnaire - PR24	To be sent with the offer letter (supply brown envelope).	QCS
Notification to Payroll/Administration - PR24	To be completed on the start day.	QCS
Care Staff File Recruitment Checklist - PR24	Upon creation of a member of staff's file to organise and ensure key information is available	QCS
Authority to Pay Wages to Bank Account in a Different Name - PR24	To be completed on the start day.	QCS
Authority To Make Deductions From Wages - PR24	To be completed on the start day.	QCS
Induction Record - PR24	To be commenced on the start day. This document will need amending to reflect 4SocialCare Ltd's own induction programme	QCS
Statement of Main Terms and Conditions of Employment - PR24	To be read and signed on the start day.	QCS
Onboarding Flowchart - PR24	A simple flowchart to guide staff on the onboarding process of new staff, adapt to local need.	QCS



## Offer Letter - PR24

4SocialCare Ltd  
35 Cantley Road  
Great Denham  
Bedford  
Bedfordshire  
MK40 4RX

Date: **[Insert Date]**

Dear **[Insert Name]**,

Thank you for your application for the post of **[Insert Post Title]**.

I am very pleased to inform you that you were successful in your application. We would like to provisionally offer you:

The post of **[Insert Post Title]**. For **[Insert Hours]** hours per week. At the rate of £ **[Insert Hourly Rate]** per hour.

Annual holidays will be **[Insert Days Holiday Per Year]** days per year, pro-rata for a part-year, and the holiday year runs from 1st April to 31st March.

This offer is conditional on the receipt of satisfactory references, including from your last/present employer as well as a satisfactory response from the DBS register, and where it applies, satisfactory checks of active professional registration.

Please find enclosed an equal opportunities and health and fitness screen that we would appreciate you completing and returning in the sealed brown envelope. Please be assured this information will be held confidentially and only reviewed by the Registered Manager. If you would prefer to discuss this, please contact Mrs Jody-Ann Jones (Registered Manager) direct on: 03301135980.

Finally, we ask that you please contact us to indicate whether you would like to accept our offer and we can agree a potential start date.

Yours sincerely,

For and behalf of 4SocialCare Ltd

## Offer Letter - PR24

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## Equal Opportunities Monitoring Form - PR24

4SocialCare Ltd is committed to equality of opportunity and fair treatment in all aspects of employment. We aim to provide a working and learning environment which is free from unfair discrimination and will enable staff to fulfil their personal potential.

The information you provide will be treated as strictly confidential in line with the Data Protection Act 2018 and will be used only for equal opportunities monitoring. It will help us to comply with the law under the relevant Acts and to ensure that our employment policies and practices are fair and effective.

**IMPORTANT - Please Note:**

You do not have to complete this form. The information is given on a voluntary basis and the information provided will only be used for the monitoring purpose.

Please do not enter any identifying marks on this form, so that your information remains confidential. This information will be stored on a computer.

**Ethnic Origin** - Please indicate your Ethnic Origin

<b>Asian or Asian British</b> <input type="radio"/> Bangladeshi <input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Any other Asian background	<b>Mixed</b> <input type="radio"/> White & Asian <input type="radio"/> White & Black African <input type="radio"/> White & Black Caribbean <input type="radio"/> Any other mixed background	<b>Other Ethnic Background</b> <input type="radio"/> Chinese <input type="radio"/> Any other Chinese background <input type="radio"/> Any other ethnic background
<b>Black or Black British</b> <input type="radio"/> African <input type="radio"/> Caribbean <input type="radio"/> Any other Black background	<b>White</b> <input type="radio"/> British <input type="radio"/> Irish <input type="radio"/> Any other white background	<input type="radio"/> I do not wish to disclose my ethnic origin

**Gender** - Please indicate your Gender

<input type="radio"/> Female	<input type="radio"/> Male
<input type="radio"/> Transgender Female	<input type="radio"/> Transgender Male
<input type="radio"/> Other	<input type="radio"/> I do not wish to disclose my gender

**Sexual Orientation** - Please indicate your Sexual Orientation

<input type="radio"/> Bisexual	<input type="radio"/> Heterosexual	<input type="radio"/> Other
<input type="radio"/> Gay	<input type="radio"/> Lesbian	<input type="radio"/> I do not wish to disclose my sexual orientation

**Religion or Belief** - Please indicate your Religion or Belief

<input type="radio"/> Buddhist	<input type="radio"/> Jewish	<input type="radio"/> None
<input type="radio"/> Christian	<input type="radio"/> Muslim	<input type="radio"/> Other
<input type="radio"/> Hindu	<input type="radio"/> Sikh	<input type="radio"/> I do not wish to disclose my religion or belief

## Equal Opportunities Monitoring Form - PR24

**Marital Status** - Please indicate your Marital Status

<input type="radio"/> Common Law Partnership	<input type="radio"/> Married/Civil Partnership	<input type="radio"/> Widowed
<input type="radio"/> Divorced	<input type="radio"/> Single	<input type="radio"/> Other

**As per Equality Act 2010:**

Under the terms of the Act a disability is defined as a "physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out day to day activities".

**Do you consider yourself to have a Disability?**

<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> I do not wish to disclose whether or not I have a disability
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**Caring Responsibilities** - Do you have any care responsibilities for anyone?

<input type="radio"/> Yes	<input type="radio"/> No	
If yes are they:		
<input type="radio"/> Children under 16	<input type="radio"/> Disabled	<input type="radio"/> Sick or Elderly

## Health and Fitness Questionnaire - PR24

Please answer the following questions:

1. Do you have or have you ever had any significant health problem, impairment/disability (physical or mental) or learning difficulties that may affect your ability to undertake the tasks set out in the job description of the post offered? **YES/NO**
2. Do you have or have you ever had any illness, impairment of disability that may have been caused or made worse by your work? **YES/NO**
3. Have you ever left or been denied employment in an organisation on the grounds of ill health or been medically retired on the grounds of ill health? **YES/NO**
4. Are you having, or waiting for any medical treatment or investigations at present? **YES/NO**
5. Will you need any special aids or adjustments or assistance to enable you to undertake the tasks set out in the job description of the post offered? **YES/NO**

If you answered yes to any of the above questions, please provide details below:

### Applicants Declaration – Read and understand before signing.

1. I confirm that the information given above is complete and correct, and that I understand that any incomplete, untrue or misleading information given to 4SocialCare Ltd will entitle the employer to reject my application, withdraw any employment offer made, or, if I am employed, dismiss me without notice.
2. By my signature, I give authority to the employer to contact my GP for further details regarding any of the potential health problems I have declared above.
3. I agree that 4SocialCare Ltd reserves the right to require me to undergo a medical examination to assess my suitability for work.
4. I do not wish to complete the questionnaire, and I do not wish to have a free health assessment.

Delete as appropriate (i.e. strike out either 1, 2 and 3, or only 4)

<b>Signed:</b>		<b>Date:</b>		<b>Print Name:</b>	
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## Health and Fitness Questionnaire - PR24

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**Notification to Payroll/Administration - PR24**

Use this form to notify administration/payroll of the required details.

<b>Personal Details</b>	
Surname:	First name:
Address (including postcode):	
Tel. No:	Date of Birth:
Marital status:	Male or female:
Position:	Start date:
Registered disabled: <b>Yes / No</b> (please circle)	If yes, reference number:
<b>Position Details</b>	
Shift type (please tick):	Days _ Nights _ Split _
Location:	
Pay type (please tick):	Hourly paid _ Salary paid _
Average weekly contract hours:	Hourly rate of pay:
Holiday Entitlement for full holiday year: five point six (5.6) weeks	Holiday Entitlement from start date to end of holiday year:
Any other benefits applicable:	
Due date for first payment:	
Role specific considerations (e.g. professional registration details):	
<b>Emergency Contact Details</b>	
Name:	Address:
Tel. No:	Relationship:

## Notification to Payroll/Administration - PR24

### Notification to Payroll/Administration (continued)

Bank Details	
Account Name:	
Account Number:	
Sort Code:	
B/s Roll Number:	

P45 DETAILS (Please Attach P45 with Job Start Form)			
NI Number:		NI Category:	
Tax Code:		Month/Week 1:	<b>YES / NO</b>
Gross Pay TD:		Tax Paid TD:	

Cascade Information Line			
This employee receives info from:		And gives info to:	

Authorisation Signatures			
Employee:		Date:	
Administration:		Date:	
Registered Manager:		Date:	



## Care Staff File Recruitment Checklist - PR24

<b>Name of Staff</b>	
<b>Job Role</b>	
<b>Start Date</b>	

This data will be held in line with the Data Protection Act 2018 and GDPR requirements and documents will be stored and archived in line with our retention policy.

Care Staff File Section		Document		Date Completed
<b>1.</b>	<b>New Starter</b>	1.1	Photo ID (e.g. passport, driving licence)	
		1.2	Permission to Work (e.g. birth certificate, passport, permit to work)	
		1.3	Proof of Address (e.g. utility bill, council tax statement)	
		1.4	Driving Licence	
		1.5	Company ID badge	
		1.6	Proof of NI number	
		1.7	Tax Form	

<b>2.</b>	<b>Application Form</b>	2.1	Completed Application Form	
		2.2	Privacy Notice/Consent	
		2.3	Working Time Regulation	
		2.4	Rehab of Offenders	
		2.5	Curriculum Vitae	
		2.6	Full Work History	

## Care Staff File Recruitment Checklist - PR24

Care Staff File Section		Document		Date Completed
<b>3.</b>	<b>Recruitment &amp; Selection</b>	3.1	Record of Interview & Interview Documents	
		3.2	Availability Form & Requested Hours	
		3.3	Job Description	
		3.4	References x 2 (including previous employment)	
		3.5	Reference Character (if applicable)	
		3.6	Signed Copy of Employment Contract	
		3.7	DBS confirmation	
		3.8	Fit for Work (if applicable)	

<b>4.</b>	<b>Onboarding</b>	4.1	Staff Handbook signed	
		4.2	Staff Phone Contract signed (where required)	
		4.3	Pre-Start Review	
		4.4	Care Certificate	
		4.5	First Shift Review	
		4.6	Probationary Spot Check	
		4.7	Probationary Supervision	
		4.8	Probationary Spot Check	
		4.9	Probationary Supervision	
		4.10	12 Week Probationary Review	
		4.11	Medication Competency Sign Off	

## Care Staff File Recruitment Checklist - PR24

Staff File Section		Document		Date Completed
5.	Performance	5.1	Appraisal	
		5.2	Supervision	
		5.3	Spot check	
		5.4	Team Meeting	
		5.5	Informal Discussions	
		5.6	Evidence of Clinical Supervision (if applicable)	
		5.7	General Communications	

6.	Recognition	6.1	Compliments	
		6.2	Awards	
		6.3	Recommendations	

7.	Training	7.1	Care Induction	
		7.2	Safeguarding	
		7.3	Moving & Handling	
		7.4	First Aid	
		7.5	Health & Safety	
		7.6	Medication Management	
		7.7	Fire Prevention	
		7.8	Infection Control	
		7.9	Food Hygiene	
		7.10	Nutrition & Hydration	
		7.11	Dementia Awareness	
		7.12	Mental Capacity Act	
		7.13	Miscellaneous Training	

## Care Staff File Recruitment Checklist - PR24

Staff File Section		Document		Date Completed
8.	Development	8.1	NVQ 2/3 (if applicable)	
		8.2	Specialist Training	
		8.3	Service User Specific Training	

9.	HR	9.1	Annual leave records	
		9.2	Investigation Notes & Outcomes	
		9.3	Medical Notes	
		9.4	Return to Work Forms	
		9.5	Risk assessments (if applicable for night or pregnant workers etc.)	

<b>Staff file initial set up completion statement:</b>	I can confirm all required documentation is present and the relevant skills and renewal dates, where applicable, have been added/updated. This employee is compliant to begin care work		
<b>Completed by (print name):</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Authorised Statement:</b>	I can confirm I have reviewed the contents of the staff file to ensure accuracy and am happy to approve its initial set up completion		
<b>Authorised by (print name):</b>		<b>Date:</b>	
<b>Signature:</b>			

## Authority to Pay Wages to Bank Account in a Different Name - PR24

In accordance with money laundering regulations, where an employee requires payment of wages into a bank account which is not in their own name as recorded in the personnel file, their explanation and authority is required. The Registered Manager must assess whether the request and the explanation is reasonable and does not appear to be connected with money laundering (concealment of sources of income).

Accounts with the same surname but different initials (e.g. spouse/partner situations) do not require certification/explanation.

Any explanation recorded below will be kept fully confidential.

<b>Name:</b>		<b>Date:</b>	
<b>Bank Details - Sort Code:</b>			
<b>Bank Details - Account Number:</b>			
<b>Bank Details - Name on Account:</b>			
<b>Explanation for name on account differing from my name:</b>			
<b>Signed:</b>		<b>Date:</b>	
<b>Approved by (Manager):</b>			

## Authority to Pay Wages to Bank Account in a Different Name - PR24

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## Authority To Make Deductions From Wages - PR24

I, **[insert employee name]**, accept and agree that the following are express written terms of my Contract of Employment and as stated in the staff Handbook, which I have read and understood.

The following extracts, reproduced from the relevant Policies and Procedures, set down the circumstances, wherein my employer is authorised to make deductions from my wages.

<b>Annual Holidays</b>
If the holiday is approved, you are reminded that if you leave employment with this employer having taken holidays in excess of your accrued entitlement, the excess will be reclaimed and deducted from your wages. In the event that the excess owed exceeds the wages owed, you will refund the difference to the employer.
<b>Uniforms</b>
Not Applicable
<b>Equipment</b>
If, as a result of your carelessness or negligence, we and/or our customers, suffer loss or damage to work equipment (including vehicles), this will be construed as a serious breach of the rules. Where this is construed as particularly serious then this may render you liable to pay the full or part of the cost of repair or replacement, or insurance excess if appropriate. If you fail to pay, we reserve the right to deduct the costs from your pay.
<b>Leaving Without Working Notice</b>
If, on leaving 4SocialCare Ltd, for whatever reason, you fail to work your full contractual notice without the organisation's prior agreement, an amount equal to the additional cost of covering your duties for the period not worked may be deducted from any final monies due to you.
<b>Return Of 4SocialCare Ltd Equipment</b>
If, on leaving 4SocialCare Ltd, for whatever reason, you fail to return any organisation equipment/property that may have been entrusted to you during your employment, at least two working days prior to your official leaving date, an amount equal to the cost of the property/equipment will be deducted from any final monies due to you.
<b>Loans/Advances</b>
Loans and advances will be made in accordance with the policy covering such matters, and 4SocialCare Ltd has authority to deduct the agreed schedule of repayments from your wages, or the full balance owed on termination.
<b>Training Cost Recovery</b>
The Training Policy and Procedure states the organisation's policy on recovery of training costs if an employee leaves within a certain period of 4SocialCare Ltd incurring the cost. You will be reminded of this potential liability on each occasion when you apply for training for which the organisation incurs costs, and told what the liability may be, and the time periods to which it applies.

## Authority To Make Deductions From Wages - PR24

<b>Fines</b>			
<p>If you incur any fines for parking or other motoring offences, you will be personally accountable for the payment of such fines. Fixed penalty notices incurred while using 4SocialCare Ltd vehicle(s) are normally reported directly to us by the authorities. We reserve the right to pay such fixed penalties on your behalf and deduct the cost from your wages or salary.</p>			
<b>Accommodation</b>			
<p>Where accommodation is provided by 4SocialCare Ltd, a charge will be made from wages due in accordance with the letter of agreement in respect of the accommodation.</p>			
<b>Employee Statement</b>			
<p>I further understand that, on any occasion when my employer intends to implement one or more of the above conditions, I will receive written notification of that fact and a statement of the amount to be deducted. I hereby give my written consent for my employer to make deductions, in any of the circumstances described.</p>			
Name:		Date:	
Signature:			
<b>Witnessed on behalf of 4SocialCare Ltd:</b>			
Name:		Date:	
Signature:			

This page to be completed, signed, and then removed and returned to your manager.



## Induction Record - PR24

### Induction For All New Staff - Guidelines for completion of the record

This induction checklist has been designed to offer the new member of staff the opportunity to receive an introduction into 4SocialCare Ltd, their role and responsibilities and to highlight the expectations of them.

An induction process such as the following, should never be seen as a tick list but as a prompt to guide all staff involved to deliver information in the vital areas covered. This format should be adapted to include any additional areas deemed necessary for a robust induction at 4SocialCare Ltd.

Responsibility for its completion lies with the new member of staff. Line managers will also assume responsibility by providing resources and time to allow the induction to be fully complete. Mentors/buddies and assigned members of staff should deliver information competently, ascertain their understanding and guide the new member of staff. However, that new member must be able to achieve competence and knowledge to do their job well at the end of the induction and this will be reviewed by the Manager.

Suitably competent members of staff should be assigned to deliver the required information within each part of the induction. They should be provided with guidance and training in order to deliver their role with competence and knowledge.

Different department members of staff may be required to act as mentors for completing the defined sections of the Induction Record.

The mentor/buddy/assigned member of staff signs when information has been delivered, the new member of staff needs to sign the assessment box to demonstrate they accept they have received a sufficient amount of knowledge.

Some areas of the induction are likely to be covered within the initial mandatory training offered at 4SocialCare Ltd. In these instances, the trainer should date and sign that this has been achieved in the relevant boxes.

The notes, comments and observations section should be used to individually evaluate the progress of the new member of staff, or to prompt the mentor/buddy of outstanding areas that need to be inducted. It can also be used to evidence why a certain part of the induction could not be completed as well as highlighting the types of ways induction was delivered, e.g. face to face training, supervision, team meetings, etc.

Staff responsible for the induction of the new member of staff will immediately report any concerns around performance and capability to their line manager.

This induction can be adjusted to meet further needs of new staff and following any feedback. All parties involved in the induction of new staff should be provided the opportunity to offer suggestions and improvements to the induction format within 4SocialCare Ltd.

## Induction Record - PR24

### Induction For All New Staff

<b>Start Date:</b>		<b>Induction completion date:</b>		
<b>Staff Name:</b>				
<b>To Be Completed On The First Day</b>				
	Date achieved:	Information delivered by:	New Staff signature:	Notes, comments & observations
Induction Plan and time scales				
Training needs, opportunities, learning styles and delivery methods				
Philosophy and Principles of Care				
History and future of 4SocialCare Ltd				
4SocialCare Ltd organisational structure				
Key staff, Stakeholders, etc.				
Culture and values of 4SocialCare Ltd to include equal opportunities, inclusion and recognising diversity				
Your contribution, expectations and specific job role				
Key policies – Safeguarding, Whistleblowing, other (detail)				

## Induction Record - PR24

<b>Staff Name:</b>		<b>Date:</b>
<b>Tour of 4SocialCare Ltd For Office Based Staff - Complete on day 1</b>	<b>Safety and Security</b>	<b>Human Resources</b>
<ul style="list-style-type: none"> <li>• Office</li> <li>• Kitchen</li> <li>• Staff room</li> </ul> <p><b>To include:</b></p> <ul style="list-style-type: none"> <li>• Introductions to staff</li> <li>• Key Routines</li> <li>• Staff notice boards.</li> <li>• Team building/events</li> </ul>	<ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Fire exits</li> <li>• Security procedures</li> <li>• Health and Safety accountability</li> <li>• Risk assessment process</li> <li>• COSHH</li> <li>• Accident reporting and RIDDOR</li> <li>• Infection control (PPE, Handwashing, waste disposal )</li> <li>• First aid procedures</li> <li>• Moving and Handling loads</li> <li>• Location of emergency equipment</li> <li>• Staff emergency contacts and routines</li> <li>• Safe use of equipment and manufacturer's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of terms and conditions</li> <li>• Wages, pensions and payment</li> <li>• Holidays/days off</li> <li>• Absenteeism/sickness process</li> <li>• Visit rotas/On-call</li> <li>• Job description</li> <li>• Meals and breaks</li> <li>• Staff Handbook</li> <li>• Uniform policy and badges</li> <li>• Access to personal data (Employee data protection)</li> <li>• Equipment – mobile phones, company Vehicles</li> <li>• Expense payments</li> <li>• DSE risk assessment</li> <li>• Access to QCS App</li> <li>• Discipline, Grievance &amp; complaints</li> <li>• Performance review system</li> <li>• Transport and parking</li> <li>• Smoking and alcohol</li> </ul>
<b>Tour delivered by:</b>	<b>Information delivered by:</b>	<b>Information delivered by:</b>
<b>New Staff signature:</b>	<b>New Staff signature:</b>	<b>New Staff signature:</b>
<b>Date achieved:</b>	<b>Date achieved:</b>	<b>Date achieved:</b>
<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>

## Induction Record - PR24

<b>Staff Name:</b>		<b>Date:</b>
<b>Training and Development</b>	<b>Living the Values</b>	<b>4SocialCare Ltd Rules, Policies and Procedures</b>
<ul style="list-style-type: none"> <li>Appraisal and supervision process</li> <li>Investors in people</li> <li>RQF qualifications</li> <li>Other, Detail:</li> </ul>	<ul style="list-style-type: none"> <li>Privacy, dignity, choice</li> <li>Independence and rights</li> <li>Fulfilment and meaningful lives</li> <li>Communication</li> <li>Choice and risk taking</li> <li>Recognition of cultural and spiritual needs</li> <li>Freedom to express emotions</li> </ul>	<ul style="list-style-type: none"> <li>Duty of Candour</li> <li>Professional boundaries and professionalism</li> <li>Codes of Conduct</li> <li>GDPR</li> <li>Mental Capacity</li> <li>Role of the regulators</li> <li>Restrictions, restraint, Deprivation of Liberty</li> <li>Confidentiality and Data Protection</li> <li>Audit process</li> </ul>
<b>Information delivered by:</b>	<b>Information delivered by:</b>	<b>Information delivered by:</b>
<b>New Staff signature:</b>	<b>New Staff signature:</b>	<b>New Staff signature:</b>
<b>Date achieved:</b>	<b>Date achieved:</b>	<b>Date achieved:</b>
<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>

## Induction Record - PR24

<b>Staff Name:</b>		<b>Date:</b>
<b>Team Approaches</b>	<b>Mandatory/Statutory Training Achieved During Induction</b>	<b>Date Achieved:</b>
<ul style="list-style-type: none"> <li>General routines with senior staff members</li> <li>No Reply Policy and Procedure</li> <li>Admissions, discharges and transfers</li> <li>Role of the keyworker (if applicable to role)</li> <li>Responsibilities and accountability</li> <li>Communication systems</li> <li>Appreciating cultural and colleague individuality</li> <li>'One team' approach to service delivery (all can provide meaningful activity to Service User lives)</li> <li>Key contact details for suppliers, GP, pharmacists, CQC,</li> <li>Safeguarding</li> <li>Whistleblowing</li> <li>Professional Boundaries</li> <li>Gifts and Wills Policy</li> <li>Taking and relaying messages</li> <li>Meetings</li> <li>Record keeping</li> </ul>	<ul style="list-style-type: none"> <li>COSHH <b>YES / NO / N/A</b></li> <li>Safeguarding <b>YES / NO / N/A</b></li> <li>Moving and Handling <b>YES / NO / N/A</b></li> <li>Health and Safety <b>YES / NO / N/A</b></li> <li>Fire Safety <b>YES / NO / N/A</b></li> <li>Fire Drill <b>YES / NO / N/A</b></li> <li>First Aid <b>YES / NO / N/A</b></li> <li>Equality and diversity <b>YES / NO / N/A</b></li> <li>Infection Control <b>YES / NO / N/A</b></li> <li>Food Hygiene <b>YES / NO / N/A</b></li> <li>Mental Capacity Act <b>YES / NO / N/A</b></li> <li>Deprivation of Liberty Safeguards <b>YES / NO / N/A</b></li> <li>Data Protection <b>YES / NO / N/A</b></li> <li>Other:</li> </ul>	
<b>Information delivered by:</b>	Other induction documents completed:  Induction for care staff <b>YES/NO</b>  Date completed:	
<b>New staff signature:</b>	Care Certificate <b>YES / NO / N/A</b>  (evidence seen of previous completion)  Date completed:	
<b>Date achieved:</b>	Other? Please detail:	
<b>Full induction review and outcome:</b>		
<b>Managers signature and date completed:</b>		

## Induction Record - PR24

## Induction Record - PR24

### Induction for Care and Support Staff

<b>Staff Name:</b>		<b>Date:</b>
Choice, Abilities & Preferences	Personal Care	Assisting with Diet and Nutrition
<ul style="list-style-type: none"> <li>Service User routine</li> <li>Supporting activities and relationships</li> <li>Choice of carer</li> </ul>	<ul style="list-style-type: none"> <li>Personal hygiene</li> <li>Bed making</li> <li>Care of linen and towels</li> <li>Shaving</li> <li>Oral hygiene</li> <li>Care of Hair</li> <li>Care of hands and feet</li> <li>Care of skin</li> <li>Pressure prevention and aids</li> <li>Specialist equipment – beds/cushions</li> <li>Bed rails and bumpers</li> <li>Hoists and slings</li> <li>Moving and Handling Service Users</li> <li>Safe use of wheelchairs</li> <li>Bathing/showering/cared for in bed</li> <li>Care of glasses/hearing aids</li> <li>Care of clothing &amp; personal belongings</li> <li>Last offices</li> </ul>	<ul style="list-style-type: none"> <li>Choice</li> <li>Presentation</li> <li>Promoting independence</li> <li>Diet type, e.g. cultural/religious</li> <li>Modified diet</li> <li>Aids to support independence</li> <li>Nutrition and fluid monitoring</li> <li>Promoting a positive eating experience</li> <li>Supporting Service Users that require assistance</li> <li>MUST tool and Nutrition Care Plan</li> <li>Reporting concerns</li> </ul>
<b>Demonstrated and assessed by:</b>	<b>Demonstrated and assessed by:</b>	<b>Demonstrated and assessed by:</b>
<b>Deemed competent (New staff to sign):</b>	<b>Deemed competent (New staff to sign):</b>	<b>Deemed competent (New staff to sign):</b>
<b>Date achieved:</b>	<b>Date achieved:</b>	<b>Date achieved:</b>
<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>

## Induction Record - PR24

<b>Staff Name:</b>		<b>Date:</b>
Care Plans	Medication	Infection Control
<ul style="list-style-type: none"> <li>Responding to changing needs</li> <li>4SocialCare Ltd's Person-centred Care Planning and risk assessment</li> <li>Planning with Service Users and/or representatives</li> <li>Reviews</li> <li>Multidisciplinary meetings &amp; partnership working</li> </ul>	<ul style="list-style-type: none"> <li>Medication suite of policies and procedures</li> <li>Medication ordering, and disposal</li> <li>Knowledge of safe medication administration practices</li> <li>Side effects of medication</li> <li>Management of errors, near misses and</li> </ul>	<ul style="list-style-type: none"> <li>Handwashing</li> <li>Personal Protective Equipment (PPE)</li> <li>MRSA, Clostridium Difficile, etc.</li> <li>Infection control policies and procedures</li> </ul>
<b>Information delivered by:</b>	<b>Information delivered by:</b>	<b>Information delivered by:</b>
<b>Deemed competent (New staff to sign):</b>	<b>Deemed competent (New staff to sign):</b>	<b>Deemed competent (New staff to sign):</b>
<b>Date achieved:</b>	<b>Date achieved:</b>	<b>Date achieved:</b>
<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>



## Induction Record - PR24

<b>Staff Name:</b>		<b>Date:</b>
<b>Mental Health</b>	<b>Therapy and Rehabilitation</b>	<b>Physical and Medical Conditions</b>
<ul style="list-style-type: none"> <li>Mental Capacity Act and Deprivation of Liberty Safeguards</li> <li>Managing behaviours that may challenge</li> <li>Dementia</li> <li>Knowledge of therapies and interventions to meet fluctuating needs</li> <li>Psychological changes</li> <li>Bereavement and loss</li> </ul>	<ul style="list-style-type: none"> <li>Physiotherapists</li> <li>Occupational Therapy</li> <li>Speech and Language Therapy</li> <li>Chiropodist</li> <li>Dietician</li> <li>Positioning Service Users</li> <li>Maintenance/cleaning</li> <li>Hoists</li> </ul>	<ul style="list-style-type: none"> <li>Epilepsy</li> <li>Diabetes</li> <li>Falls Management</li> <li>Multiple Sclerosis</li> <li>Cerebral Palsy</li> <li>Spinal injury</li> <li>Parkinson's condition</li> <li>Arthritis</li> <li>Acquired Brain Injuries</li> <li>Cardiovascular events</li> <li>Sensory loss</li> <li>Continence and catheter care</li> <li>Palliative care</li> </ul>
<b>Information delivered by:</b>	<b>Information delivered by:</b>	<b>Information delivered by:</b>
<b>Deemed competent (New staff to sign):</b>	<b>Deemed competent (New staff to sign):</b>	<b>Deemed competent (New staff to sign):</b>
<b>Date achieved:</b>	<b>Date achieved:</b>	<b>Date achieved:</b>
<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>	<b>Notes, comments, observations:</b>
<p><b>Full induction review and outcome:</b></p>  <p><b>Managers signature and date completed:</b></p>		

### Induction Record - PR24

<b>Staff Name:</b>				<b>Date:</b>
Area Identified	Action Required	Responsible Person	Review and Progress	Signature and Date When Complete

## Induction Record - PR24

Three-Month Employment Review	
<b>Staff Name:</b>	
<b>Start Date:</b>	
<b>Date of Review:</b>	
<b>Check that all documentation is complete and add comments here:</b>	
For the following areas please grade each section from 1-4 (1 poor, 2 below average, 3 good and 4 excellent) and explain your reason for the scoring.	
<b>Progress in training/induction</b> 1 2 3 4	<b>Overall work performance</b> 1 2 3 4
<b>Attendance performance</b> 1 2 3 4	<b>Team-working performance</b> 1 2 3 4
<b>Recommended for further period of review</b>  YES/NO	
<b>State reasons, and period of review:</b>	
<b>Sign and date (staff):</b>	
<b>Sign and date (Reviewer):</b>	
<b>Sign and date (Manager):</b>	

## Induction Record - PR24

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## Statement of Main Terms and Conditions of Employment - PR24

**Print 2 copies. 1 for the file and 1 for the employee.**

To (employee): <b>[Insert Employee Name]</b> This statement gives details of your employment with 4SocialCare Ltd and is correct at (date): <b>[Insert Date]</b>	
<b>Continuous Employment</b> Your employment with 4SocialCare Ltd began on: <b>[Insert Date]</b> . Your continuous employment (taking into account any service with this employer or with a previous employer which counts) began on:	
<b>Job Title</b>	
Your job title is: <b>[Insert Job Title]</b>	You are employed to: <b>[Include a brief description of the job]</b>
<b>Job Location</b>	
Your job is based at 4SocialCare Ltd, but you may be relocated to a reasonable distance from 4SocialCare Ltd, at the discretion of the company, with four weeks' notice.	
<b>Pay</b>	
Rate of pay/method of calculation £ <b>[Insert Pay]</b> /hour / week in hand Pay interval – Salaries are paid 4 weekly - equating to 13 pay dates each year, salaries are paid by BACS into staff's bank account within three working days of the last working day of week 4 which is always a Sunday.  Pay day – - salaries are paid 4 weekly - equating to 13 pay dates each year	Method of payment – <b>BACS</b> Shift premium: <b>[Insert]</b> Other payments: <b>[Insert]</b>
<b>Hours</b>	
Normal working hours: <b>[Enter Details]</b> Normal working days: <b>[Enter Details]</b> Meal breaks: <b>[Enter Details]</b> paid/unpaid	<b>Full/Part-time</b> Shift worker: <b>YES / NO</b> Night worker: <b>YES / NO</b>
<b>Overtime</b>	
Voluntary: <b>YES / NO</b>	Rules:
Compulsory: <b>YES / NO</b>	Rules:
Guaranteed: <b>YES / NO</b>	
<b>Collective Agreements</b>	
Your terms and conditions are not governed by a collective agreement.	

## Statement of Main Terms and Conditions of Employment - PR24

### Holidays

Holiday year: 1st April to 31st March

Paid Public Holidays:

New Year's Day Good Friday Easter Monday May Day Bank Holiday Spring Bank Holiday Summer Bank Holiday  
Christmas Day Boxing Day

The above days, or substitute days, are considered to be normal working days and are included as such, on the staff rota.

Where the above days are recognised with pay in addition to your annual leave entitlement, payment will only be made in the following circumstances:

- That you work on the day
- That you work on both the working day before and after the holiday, unless prevented from doing so, by reason of pre-authorized, annual holiday, or sickness/injury absence validated by an authorised medical certificate

Should you be required to work on a public holiday, you will receive payment at the rate stated in your contract of employment for all Bank Holidays. Where one of the above days (or designated substitute day) falls on a rostered day off, no payment or entitlement to leave in lieu will apply.

Paid annual holidays: five point six (5.6) weeks/year, accrued at the pro rata rate of the annual entitlement per full month worked.

On termination, the accrued holiday pay for the final holiday year accrues at the rate shown above. Holidays taken in excess of the accrued entitlement will be deducted from pay due on termination. Holiday entitlement may not be carried over a year end.

### Sickness Absence

4SocialCare Ltd does not operate a sick pay scheme other than Statutory Sick Pay.

Absence must be notified to the manager on the first day of absence, and in writing after three days absence.

### Pensions

#### Auto-enrolment clause

4SocialCare Ltd will comply with the employer pension duties in respect of the Employee in accordance with Part 1 of the Pensions Act 2008.

A contracting-out certificate is [not] in force in respect of the Appointment.

The Employee will become an active member of the organisation's occupational pension scheme (**Scheme**) (or such other registered pension scheme as may be established by 4SocialCare Ltd to replace the Scheme) from the effective date of this contract, subject to the tax reliefs and exemptions available from HM Revenue & Customs, as amended from time to time. Full details of the Scheme are available from Registered Manager.

## Statement of Main Terms and Conditions of Employment - PR24

<b>Notice</b>	
<b>From the employer:</b> *Under 1 month's service - Nil. *1 month but less than 2 years' service - 1 week. *2 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years' service.	<b>From the employee:</b> *Under 1 month's service - Nil. *1 month but less than 2 years' service - 1 week. *2 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years' service.
In certain circumstances, an employee who has resigned may be asked to leave immediately and receive pay in lieu of notice. This is an express term of the contract of employment.	
<b>Disciplinary Rules</b>	
The disciplinary rules are contained in the Staff Handbook.	
<b>Disciplinary Appeal Procedure</b>	
If you are dissatisfied with a disciplinary decision then apply in writing to the Registered Provider within seven days of the disciplinary action.  The disciplinary appeals procedure is contained in the Staff Handbook.	
<b>Grievance Procedure</b>	
If you have any grievance relating to your employment apply orally to the manager seeking redress. The grievance procedure is contained in the Staff Handbook.	
<b>Training</b>	
All staff and trainees, including all staff under 18, will register on and successfully complete an approved training programme that relates directly to the role within which they are employed.  All staff with supervisory and delegator capacity within their role will achieve an appropriate supervisory qualification (agreed with their manager) within 2 years of start of employment.	
<b>Reference Documents</b>	
The following documents form part of this statement. <ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Notices</li> </ul>	
<b>Signed by employee on receipt:</b>	
<b>Date:</b>	
<b>Note:</b> Complete both copies of this schedule, supplying both to the employee for signature and receiving one back for the individual personnel file.	

## Statement of Main Terms and Conditions of Employment - PR24

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**Offer Letter Sent**  
(with **Equal Opportunity** and  
**Health And Fitness Screen**)

**Post Declined**  
Archive in accordance with  
**Archiving, Disposal And**  
**Storing of Records Policy**  
**and Procedure**

**Post Accepted**

1. Request references (**Reference Policy and Procedure**)
2. Complete DBS process (**DBS Policy and Procedure**)
3. Agree provisional start date

**Unsatisfactory Reference/DBS**

Refer to relevant policies and procedures

Review **facts, circumstances** and **determine** to recruit or withdraw the offer

Complete the **Recruitment Further Investigation Record**

**Satisfactory Reference/DBS**

1. Commence personnel file
2. Manager to file **Equal Opportunities Form** for data analysis purpose
3. Manager to review **Health and Fitness Screen\***

## Start Date

Complete the following documents:

- Statement of Main Terms And Conditions Of Employment
- Authority To Make Deductions From Wages
- Authority to Pay Wages to Bank Account in a Different Name

Provide the new employee with:

- Staff Handbook
- Induction
- Code Of Conduct
- Fair Processing Notice

**\*Health and Fitness Screen**

**IF identified need**, consider reasonable adjustment. Discuss with applicant and record outcome.

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