



New Starter General Induction

Welcome to Rays of Sunshine!

We recognise how daunting it can be to start in a new post and as such make it a policy to provide all new employees with a full induction to help navigate this change.

This induction checklist is designed to ensure that all relevant information is covered about the job in general. Your line manager will introduce you to our organisation, make themselves available to answer your questions and take responsibility for checking each section is delivered in the best available format, given the restrictions arising from the pandemic. A separate tailored, role-specific induction will follow as you settle in.

At completion, please review and sign this form to confirm you have received and understood this information so that your line manager can scan and upload it to our HR platform 'BreatheHR'.

General	
New starter name:	
To be addressed as:	
Line manager name:	
Start Date: DD/MM/YYYY	

First line manager meeting			
	Tick	Date	Comments*
Welcome and walk round (office)			
Introduce colleagues			
General role outline			
Department description			
RoS organisational structure**			
Dress code			

*for example, if completed remotely

**Org chart is at end

Housekeeping			
	Tick	Date	Comments
Building access card			
Building tour			
Office security arrangements			
Company laptop			
Computer logins and accesses*			
Company mobile phone			
Company email address			
Breathe HR logins**			
Database logins			
Bank and credit card authorities***			
IT and social media acceptable use policy			

*for line manager to check role specific accesses in place

**other role specific logins, passwords, bank and credit cards and PINs to follow

***discuss and initiate role specific accesses



Payroll + Contract + Leave			
	Tick	Date	Comments
Confirm completion of new starter payroll form			
Confirm new starter form* sent to payroll and bookkeepers			dharper@Jeffreyshenry.com sonia@sjc-bookkeeping.com
Confirm payment dates/processes			
Confirm signed contract in place			
Complete and upload final check of proof of right to work			
Finalise DBS check**			
Review annual leave policy***			
Review sickness/absence processes			

*links at end

**if not already done

***policy document embedded at end

Health and Safety			
	Tick	Date	Comments
Procedure in the event of fire			
Accident procedure			
First aid box location			
Designated first aider			
Risk assessments (incl Covid*)			

*Current covid policies at end

Key Policies and other Documents			
	Tick	Date	Comments
Safeguarding			
Data Protection & SAR			
RoS Handbook*			
Grievance*			
Performance Management and Disciplinary procedures *			
RoS Annual Report June 2021**			

*currently being updated

** at end

Other			
	Tick	Date	Comments
Safeguarding Induction Training: dates			
Safeguarding Training Level 2 or 3 dates			
Staff wellbeing			
Probationary periods/reviews			
Complaint handling			
Incident reporting			
Data protection training: dates			
Colleague phone numbers			
Useful numbers/contacts list			

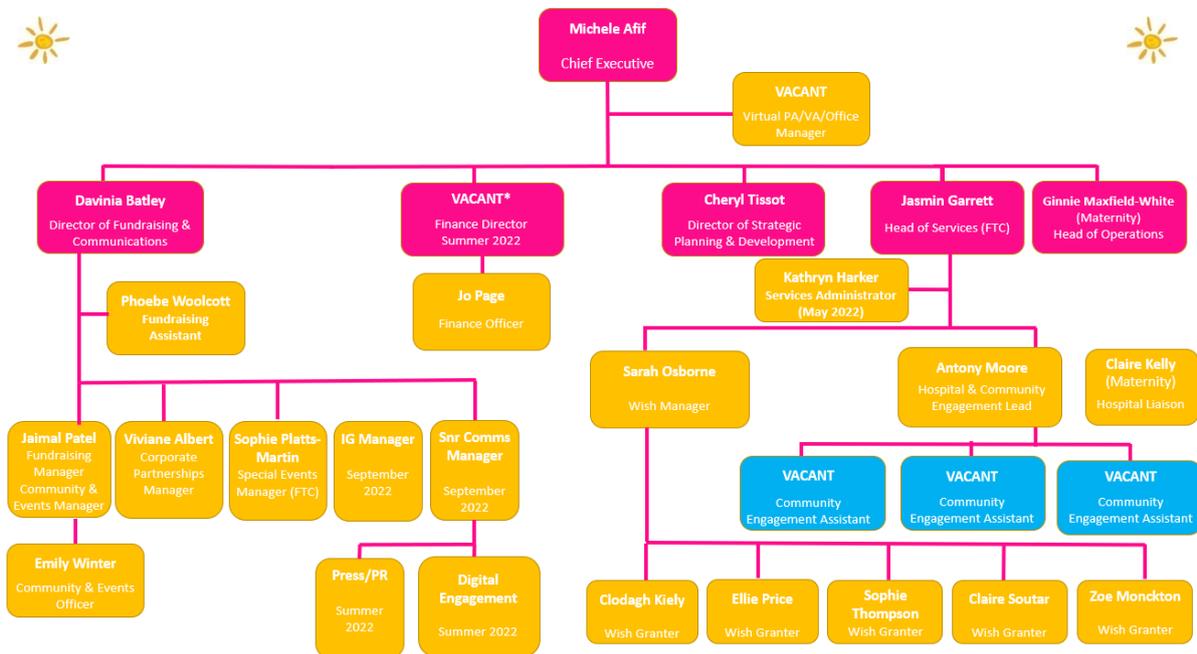


Confirmations			
I confirm the above induction has been completed			
	Signature	Name (print)	Date (DD/MM/YYYY)
Line Manager			

I confirm the above induction has been completed and I have received the information set out above			
	Signature	Name (print)	Date (DD/MM/YYYY)
New Starter			

Once complete, to be uploaded to BreatheHR

RoS Organisational structure Correct as of 27.04.2022





Appendices and other documents:

Name	Document/Hyperlink
Unlimited annual leave 1.1.2022	 Unlimited annual leave policy final.pdf
RoS Covid office risk assessment 20.12.2021	 ROS - Covid-19 Office Risk Assessmer
RoS Covid working safely 20.12.2021	 RoS Working Safely During Covid - 20 De
RoS Annual Report	 FINAL-Audited-Accou nts-2020.pdf
Proof of Right to Work checklist	 Proof of right to work checklist.pdf
Links to payroll documents	For Payroll - new starter details Template 2021.docx For Payroll - new starter form bank details template.xls