



Induction Training Policy
Revised March 2013

Induction Training

Care Home name: Wellbeing Residential

Aim of the policy

This policy is intended to set out the values, principles and policies underpinning Wellbeing Residential approach to staff induction training.

Induction training refers to the initial training given to new members of staff, to orientate them to the job and the workplace, to get them up and running in their role and to ensure that they are working safely and competently as soon as possible.

Wellbeing Residential believes that a planned programme for the induction, training and development of new staff is essential to ensure good practice and the provision of a high quality service. Without induction training, the home believes that new staff will be unclear as to the home's objectives and values and the precise nature of their jobs.

The home is committed to achieving the national minimum care standards on training, which requires the registered manager of a home to ensure that service users' individual and joint needs are met by appropriately trained staff. Induction training is an important part of the home's staff development and training strategy.

Wellbeing Residential induction programme is developed in accordance with the Common Induction Standards that have been developed by Skills for Care (England).

Scope of Policy

All new staff members including full time, part time and agency staff are included in the scope of this policy.

The policy applies to inexperienced and experienced new staff members at any level.

New ancillary and support staff also receive an induction programme tailored to their individual roles and responsibilities.

All volunteers who help in the home receive an induction programme suitable to their specific roles and tasks in the home.

The Induction Programme

All new care staff members receive a structured induction training programme within 12 weeks of their starting, which is based on the Common Induction Standards set by Skills for Care, ie:

- Understand the principles of care
- Understand the organisation and the role of the worker
- Maintain safety at work
- Communicate effectively
- Recognise and respond to abuse and neglect

