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**Governance Code for Sport**

**Staff Induction**

Guidance Notes and Checklist

**Disclaimer**

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**Managing and supporting staff: why an organisation needs induction**

Principle 1 of the Governance Code for Sport is “*Leading our Organisation’*, whilst Sub-principle 1.3 states that organisations do this by: “*Managing, supporting and holding to account staff, volunteers and all who act on behalf of the organisation*.” Type B and Type C organisations are obliged to ensure employment policies are in place, and that this includes induction.

One of the ways of supporting staff is by ensuring there is a proper induction process in place for when they join the organisation. Induction is a clear way of showing support to staff from their first day in the role. A clear understanding of the employee’s job, role and responsibilities and the mission and values of the organisation is provided at this time. It is an opportunity to ask questions, and enables new staff to understand more about the organisation, their role, ways of working and to meet new colleagues. A proper induction process should save time and resources in the medium and longer term, as with proper support it is less likely that employees will leave and that the induction process needs to happen again. The induction process is a further opportunity for the organisation to communicate its values and culture and to share its vision.

Whose responsibility is it to deliver induction?

It is the responsibility of the Chief Executive Officer or Head of Department to ensure that new staff members are taken through an induction process. In the case of an organisation with a HR manager, it is likely that the HR manager will be assigned to take the new staff member through the induction process. It is also the responsibility of the Board to be confident that staff are being managed and supported appropriately as per the Governance Code for Sport, and an induction process would form part of that.

Induction training process

Type B or C organisations should consider the following Induction training process:

* Create an induction plan – use the checklist below to create the plan
* Inform staff of the new member starting and outline their role
* Inform staff of the induction plan and include any role they may have to play e.g. Having a meeting with the new staff member
* Order and set-up any technology that may be required, lap-top/computer, mobile, work e-mail address, server access etc., ideally two weeks in advance of their start date
* Inform the new employee of the induction plan on day one
* CEO or the Head of Department to meet the new recruit on day one
* Roll out the induction plan
* CEO or the Head of Department to formally meet the new recruit following the induction plan to see if they require any further information or clarification

What to include in an induction meeting:

**The following are elements that can be included in an induction meeting:**

* Explanation of the Vision, Misson and Values of the organisation – could be linked into the strategy of the organisation?
* Explanation of what the organisation does and how the new staff member role fits into the structure – an organogram may be a useful tool here to help explain the organisation’s structure
* Arrange meetings with different members of staff so they can explain their role and their teams’ role in relation to the governing body/association’s activities.
* Provide a copy of any procedures and employee handbook that are relevant to the new employee. Ideally the employee handbook will have been provided in advance of starting
* Provide any uniforms and standard equipment they will need to perform their job role
* Explanation of the hours of work – including breaks
* Outline of sickness and holiday procedures
* Disciplinary and grievance procedures
* Procurement/financial procedures
* Health and safety procedures
* Delegation of authority limits
* Completion of paperwork, bank details/emergency contact/health cover or pension

Implementing induction: how and when to use it

Induction should take place on the first day and over the first week of a new employee’s start in the role. If this is not feasible due to other genuine reasons (e.g., relevant staff member on leave) it should take place as soon as possible after the commencement date. It may be feasible for some larger organisations to combine induction with another staff member, if more than one person is starting work with the organisation around the same time.

Appendix: Sample induction training checklist

This is a sample training checklist that can be used when a new member of staff joins the organisation. Note that the form is signed by both the manager and staff member, so that all concerned have a signed copy and there is evidence that proper induction took place.

| **EMPLOYEE NAME:** | **START DATE:** | | | | |
| --- | --- | --- | --- | --- | --- |
| **INDUCTION TOPICS** | **Person responsible** | **Date completed** | | **Comments or follow up actions** | |
| Introduction to the organisation   * Organisation history * Overview of current activity * Overview of strategic plan * Org chart |  |  | |  | |
| Introduction to the role   * Job description * KPIs * Standards expected |  |  | |  | |
| Dress code |  |  | |  | |
| Breaks |  |  | |  | |
| Employee handbook and company policies   * Holidays * Sick pay * Lateness * 1:1s, performance assessments * Use of social media on work time * Use of company phones and computers * Equal opportunities |  |  | |  | |
| Training and development |  |  | |  | |
| Accident reporting |  |  | |  | |
| Emergency procedures, fire alarms |  |  | |  | |
| Location of the toilets |  |  | |  | |
| Introduction to other staff members |  |  | |  | |
|  | | | | | |
| Signed by |  |  | | |  |
| Manager |  |  | | |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | | | | | |
| Signed by |  |  | | |  |
| Staff member |  |  | | |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |