

Millennium Farm Trust
**HR3 Induction Policy and
Procedures V03**

Next review Feb 2025



Version Control

Version number	Date of changes	Who	Review summary
02	Feb 2020	H Wilson	Scheduled Review
03	Jan 2022	T Freathy	Added Grievance Policy to induction list
03	Feb 2024	T Freathy	Scheduled Review

Introduction

Millennium Farm Trust recognises that its staff are fundamental to its success. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that staff new to the organisation, or the role, receive a timely induction. MFT aims to ensure that new staff feel welcome, valued and settled in their new role. This then forms the basis from which they can perform their duties effectively and begin to make a contribution to the organisation.

Scope

This policy relates to all newly appointed staff. Staff are expected to be proactive in their own induction, arranging face-to-face meetings to ensure that they receive from appropriate sources, the relevant information and support, that enables them to apply themselves to their job and fully contribute to the success of the organisation. The Director will support the new member to make some of these arrangements, including arranging an induction buddy to take the new member of staff through the process.

Procedure

The planning of a staff member's induction is the responsibility of the line manager or Director. The Director will appoint an induction buddy to take the new staff member through the induction process, but they will not manage the process for the new member of staff. That is their own responsibility. The length of induction will be appropriate to the hours worked and begin within the week of first starting. A checklist (Appendix A) exists to

guide line managers in the development of the induction process. Most inductions will include the following strands within the first week of a new job: Organisation Induction, Farm Induction, Job Induction. Some induction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new employees to begin familiarisation with the organisation, the job and the farm. The pre-arrival induction information is in addition to that provided in the recruitment process

Key policies and induction material are contained within Staff Handbook, which forms the policy base for any induction.

Appendix A

Induction checklist

The list below provides guidance on what new staff need to know about the organisation, their department and role. Line managers and staff should use the document as a guide with the understanding that the list can be added to. The document is a working document which should be signed and dated by the respective people.

Name:

Induction Buddy:

Role:

Introduction	Date Completed / Signed
Meeting your line manager, Staff and Director	
Daily Routine	
Staff Handbook, including: <i>Code of Conduct</i> <i>Disciplinary Policy</i> <i>Whistleblowing Policy</i> <i>Grievance Policy</i> <i>Incident reporting</i> <i>GDPR and Privacy Policy</i> <i>Photography Policy</i> <i>Social Media Policy</i> <i>Uniform Policy</i>	
Health & Safety Policy	
Smoking, drugs and alcohol	
Handwashing policy and practice	
Payroll details.	
Employee details form.	
Contract. P45/46.	
Bank details (if not already done)	
Identification for DBS / right to work in the UK (if not already done)	
First pay day / contact point for issues re tax / pay	
Staff time sheet	
Orientation: HQ Work area(s) and equipment:	
kitchen area and what's kept where	
staff toilets, bags and personal belongings	
Farm Helper Changing area	
Tea and Coffee area	
Notice Boards	
Car parking	
Orientation: Farm and Outbuildings	

Tour of the farm and outbuildings	
Animal feed shed and procedures	
Workshop and procedures	
Machine shop and procedures	
Job Role	
Clarify job description (key duties, outputs, contacts, standards of work	
How the role fits into MFT's and the Farm's objectives	
Equality and Diversity Policy read and understood	
Safeguarding Policy read and understood	
Farm Helper Records: support plan	
Farm Helper Records: RARPA	
Accident/Incident/safeguarding reporting	
Health and Safety	
Introduction to local first aider	
Workplace fire evacuation procedure (alarm, meeting point etc)	
Accident / incident reporting procedure	
No smoking policy	
Health and Safety Policy read and understood	
Learning and Development	
Introduction to the Performance Management system	
Awareness of the Farm's statutory and compliance provision	
Identification of training needs	
Creation of personal development plan	
Creation of On-line learning account and training induction	
About MFT	
History of MFT	
Governance and Management Structure	
MFT Strategic Plan	
Annual Project Plan	