Induction Checklist

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| **Name of employee** |  |
| **Start date** |  |
| **Job title** |  |
| **Line Manager** |  |

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| **Task** | **Notes** | **Completed Date** |
| Welcome, overview of church, its values/vision and the community |  |  |
| Line Manager introduction including   * 121 meetings schedule * Performance Appraisal schedule * Lines of communication |  |  |
| Job role overview and performance expectations including  how this will be monitored during probation period. |  |  |
| Meet and greet colleagues |  |  |
| Tour of place of work including   * Parking * Toilets * Drink and food areas * Fire exits * First aid * Emergency procedures |  |  |
| Complete paperwork including   * Contract signed and returned * P45 * Driving licence * Right to work in the UK * Personal details * References complete |  |  |
| HR policies, forms including   * Employee Handbook * Holiday request * Sick leave and self-certification * Expense claim form |  |  |
| Instruction on equipment to be used |  |  |
| Health and Safety policy, guidance and training |  |  |
| Safeguarding guidance including   * Policy and procedures * Training to be completed * Safeguarding Lead |  |  |
| Explanation of the Equality Act 2010.  For some roles, the law provides that we are able to appoint to a role with an Occupational Requirement for the post holder to be a practicing Christian. In this case, it will be clearly stated on all our job/role paperwork. Whether or not an occupational requirement is legally applied or not, all our employees will always be welcome to join in with any worship with us, or explore their own faith journey. |  |  |

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| **Signed and dated by the line manager** | **Signed and dated by the employee** |

Your probationary period will be signed off by your line manager. A probation period will not be signed off until all required induction training is complete – including H&S, and safeguarding modules appropriate to the role.