



Tao Complex Care

52 East Parade, Harrogate, North Yorkshire, HG1 5LT



4. Policy

4.1 Tao Complex Care is committed to applying equality to all stages of the induction process. Tao Complex Care will have due regard for the need to eliminate unlawful discrimination, promote equality and opportunities for all and foster good relations between staff.

4.2 When a job has been offered, or a relocation or transfer agreed, an induction programme will be drawn up for use on commencement of the staff member's employment.

- | The programme will meet the standards of the Health and Social Care Act 2008 regulations 2014
- | All new members of staff, including trainees and all staff under 18, will successfully complete an induction programme within 12 weeks of appointment
- | Specific role induction resources will be available and integrated into the induction
- | New members of staff will not begin work until a DBS check is completed and returned

4.3 Accountability for completion of the induction, training and ongoing development lies with the individual member of staff. Carla Blackburn (or a delegated other) will have an oversight of the compliance of all staff's mandatory and statutory training, as recorded on the training matrix, and manage accordingly any outstanding areas as part of the quality assurance programme.

4.4 All Tao Complex Care staff involved in the induction of individuals will be suitably experienced, have appropriate knowledge and be competent in their role. Where required, staff will be offered relevant training in order to fulfil the duties required in relation to the induction of others.

4.5 It is the responsibility of the line manager to ensure that new staff are welcomed to the team and take part in an appropriate induction programme, although it is not expected that they will cover all elements personally. Carla Blackburn will communicate with other staff at Tao Complex Care about any new staff who will be starting and completing their induction.

4.6 Tao Complex Care also recognises that during times of uncertainty, such as the coronavirus pandemic, induction and onboarding of staff at Tao Complex Care may require certain changes to take place. These may, for example, be remote aspects to the process and training provided in line with social distancing measures. New staff will be informed of any adaptations to process.