



CREA Norfolk Induction Programme Policy
Latest version November 2023

We wish to ensure that all volunteers and staff understand their roles and responsibilities within Crea Norfolk.

Our induction process (1 week for full-time positions and 3 weeks for part-time positions, followed by 1-month and 6-month reviews), aims to ensure that new volunteers and staff feel appreciated and remain happy giving their time to Crea Norfolk.

We will make sure that induction includes:

- Any specific information as provided by any governing body or umbrella group, for example policies and updates provided by the National Youth Agency
- A clear job or role description including tasks, times and responsibilities
- All procedures in place, including incident recording, health and safety and first aid arrangements as per our organisation's procedures
- Information about future or necessary training needs, including, in the first instance, the Safer Programme's Safeguarding Children Training.

In addition, volunteers and staff need to sign the Declaration Form for Crea Policies (found in Sharepoint → Directors → Policies 2023) to confirm that they have received and understood the following:

Children and Adult Safeguarding Policy
Adult Code of Conduct
Online Safety Policy
Confidentiality Policy
Management of Allegations Against People Working with Children
Managing Allegations and Whistleblowing
Cash Handling Policy

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Equal Opportunities Policy
Grievance Policy
Healthy and Safety Policy
Photography and Film Policy
Prevention of Bullying and Harassment
And any other policies that may be relevant.

We agree a probationary period (of 6 months with a review at 1-month and 6-months) with clear goals and then identify a suitable monitoring and support process. This may be staff meetings, peer support or more formal supervision, as necessary to the work of the group.

Signed by Directors, November 2023
Date for review: November 2024