



CREA Norfolk Induction Programme Policy  
Latest version November 2024

We understand that a structured induction is necessary for all staff and volunteers at our organisation. An induction programme will ensure that all staff and volunteers fully understand their role and responsibilities, which will support safer recruitment.

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.
  - Information about safeguarding, including a meeting with the DSO who will explain what the DSO role is, and what the expectation is on the new starter if they have concerns about a child or young person who is using Crea Norfolk's services

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

Crea Norfolk  
Induction Programme Policy 2024-25

Online Safety Policy  
Confidentiality Policy  
Management of Allegations Against People Working with Children  
Managing Allegations and Whistleblowing  
Cash Handling Policy  
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 2024  
Date for review: November 2025