



Welcome to YAS and Induction Policy

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Staff Summary

The Welcome to YAS and Local Induction policy applies to all Permanent, Fixed Term, Temporary employees and employees with an honorary contract
The policy also applies to voluntary staff who do not have a contract of employment but are subject to the management arrangements of the Trust
All new employees directly employed under a contract of employment with the organisation (temporary or permanent) must attend a Welcome to YAS event and undertake from day one their Local Induction and ensure the associated declaration of completion on Electronic Staff Record (ESR) is submitted
Volunteers are only required to complete a local induction. They must undertake Local Induction from day one and ensure the associated declaration of completion on is submitted.
The policy explains the process for ensuring that all new permanent staff are booked onto and attend/complete Welcome to YAS and Local Induction. With procedural flowcharts for the management of the Welcome to YAS and Local Induction process
Monitoring induction compliance is via ESR reporting undertaken by BI and presented to Non-Clinical Education Portfolio Governance Board (NCE PGB)
Non-compliance will be managed, in the first instance by line managers who are expected to act upon non-compliance for staff within their area of responsibility. With an escalation process for persistent non-compliance, this will be initiated by YAS Academy
Welcome to YAS covers: <ul style="list-style-type: none">• A welcome led by the Chief Executive Officer• An overview of YAS and its Core services• The Purpose, Vision, Values and expected behaviours of the Trust.• Overview of organisational support and Health and Wellbeing
Local Induction Covers: <ul style="list-style-type: none">• An Itinerary of activity that makes up the Induction process in a timely manner.• Orientation and familiarisation with their new work base and work colleagues.• Requirement to complete all relevant training, including role relevant:<ul style="list-style-type: none">○ Initial training programmes provided by YAS Academy.○ Statutory and Mandatory Training as defined within the Statutory and Mandatory Training Policy.○ Training Policy.

1. Introduction

- 1.1. For definitions relating to this policy see Appendix A
- 1.2. It is mandatory for all staff employed by Yorkshire Ambulance Service NHS Trust to participate in a Welcome to YAS event and their induction process.
- 1.3. Welcome to YAS is an event, delivered either online, virtual or face to face, through which a new employee is welcomed into the Trust by Chief Executive Officer and learns about its culture, vision and values; core functions and Organisational Support and Health and Wellbeing.
- 1.4. Induction period is a process led locally by the line manager and the new employee to their team. This process is supported by the Local Induction Itinerary and checklist, which provide relevant information to the new employee to integrate them into their team.
- 1.5. For those employed via agency, independent contractors and honorary contract holders it is not mandatory for them to participate in a Welcome to YAS event. However, they must participate in the local induction process relevant to their role and place of work.

- 1.6. The roles and responsibilities and process for implementation and monitoring of this Policy are detailed within Appendix B.

2. Purpose/Scope

- 2.1. This policy provides a framework for a planned and structured, staff-centered approach to induction. Ensuring new staff access relevant information and develop core knowledge, skills and values in a timely way.
- 2.2. The policy is designed to ensure that all new staff joining, or those moving within the organisation, will receive the appropriate information about YAS, their place of work and their role. To help ensure a safe and informed working environment is maintained and an understanding of how their role provides a valuable contribution to the Trusts Vision, Values and Behaviours.
- 2.3. It provides members of staff with an opportunity to identify and resolve at an early stage any concerns, issues or queries they may have relating to their employment.
- 2.4. The Trust is committed to ensuring staff undertake the Welcome to YAS and Induction programme and will monitor compliance through ESR reporting.

3. Process

- 3.1. The full procedural flowchart for the management of the Welcome to YAS and Local Induction process is detailed in:
 - Appendix C - Welcome to YAS
 - Appendix D - Local Induction
- 3.2. ESR will be used to record all staff that undertake both Welcome to YAS and Local Induction.
- 3.3. Reporting will be through BI produced reports and presented to NCE PGB
- 3.4. The ESR/OLM Project team will ensure Welcome to YAS, Local Induction and Statutory and Mandatory competencies are attached to each new starter's role.

4. Training Expectations for Staff

- 4.1. All Permanent, Fixed Term, Temporary employees and employees with an honorary contract are required to undertake and complete Welcome to YAS and Local Induction
- 4.2. Voluntary staff who do not have a contract of employment but are subject to the management arrangements of the Trust are required to complete a Local Induction.
- 4.3. All new operational staff and volunteers must complete the initial training programme relevant to their role – See Appendix E - Local Induction checklist.
- 4.4. All Staff and Volunteers are required to complete Statutory and Mandatory training as set out in the Statutory and Mandatory training policy. All initial Statutory and Mandatory requirements must be completed within the Induction Period, as set out in the Local Induction Itinerary see Appendix E.

5. Implementation Plan

- 5.1. The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to find and access this guidance during their local Induction, by their line manager.

6. Monitoring Compliance with this Policy

- 6.1. Non-Clinical Education Manager has overall responsibility to ensure that the Welcome to YAS event for employees and Local Induction for employees and volunteers contain the appropriate minimum content as defined by Subject and Service experts within the Trust.
- 6.2. Records of attendance for all staff completing both Welcome to YAS and Local Induction programmes will be provided by the BI team through ESR reporting.
- 6.3. Compliance will be reported at NCE PGB.
- 6.4. Non-Compliance will be managed, in the first instance by line managers who are expected to act upon non-compliance for staff within their area of responsibility.
- 6.5. If non-compliance is persistent i.e. greater than 3 months, then the responsibility for ensuring compliance will be elevated, by YAS Academy to associate director.
- 6.6. YAS Academy will reserve the right to withhold any non-mandatory education and training provision until the employee has successfully attended and completed this requirement. Non-compliance can be reviewed on a case-by-case basis, as set out in the Support for Learning and Development policy

7. Appendices

- 7.1. This Policy includes the following appendices:

Appendix A - Definitions

Appendix B – Roles and Responsibilities

Appendix C - Procedural Flowchart for the Management of the Welcome to YAS Process employed (temporary and permanent) staff.

Appendix D - Procedural Flowchart for the Management of the Local Induction Process (employed staff)

Appendix E - YAS Local Induction Checklist

Appendix A - Definitions

Induction /Induction Period	Is time designed to support the new starter understand the organisation, the culture, the people, and what is expected of them in their role. During this period, it is expected that Statutory and Mandatory training will be successfully completed and an initial Appraisal is completed.
Initial Training Programme	This is the learning programme new operational staff undertake to support the development of their knowledge, understanding and skills of their role.
Local Induction	Is a process defined by Service and Subject experts to be undertaken by the line manager and new employees within their service. This includes a Familiarisation day on the first day in their permanent work base.
Staff	All permanent, fixed term, temporary employees, and employees with a honorary contract
Statutory and Mandatory Training	Training required to be undertaken as defined by the Statutory and Mandatory Training Policy
Volunteers	Voluntary staff are classed as those who are working without a contract of employment but are subject to the management arrangements of the Trust
Welcome to YAS	Is an event, delivered either on line or face to face, through which a new employee is welcomed into the Trust by Chief Executive Officer and learns about its culture, vision and values; core functions and; Organisational Support and Health and Wellbeing.

Appendix B - Roles & Responsibilities

The Trust Board

- To ensure that the policy is applied throughout the Trust.
- To ensure effective reporting mechanisms are in place to ensure compliance to the Board.
- To review statistical data and trends from reports and act on subsequent recommendations from the Director of Workforce and OD
- To regularly review the effectiveness of the policy, in consultation with staff side representatives

YAS Academy

- Ensuring there is a system in place to manage, maintain and update the Welcome to YAS and Local Induction programmes
- Identifying the most effective methods of welcoming and inducting all staff and volunteers; including the design, delivery and investment implications
- Reviewing the Welcome to YAS and Local Induction policy in line with Subject and Service experts ensuring any changes in legislation, national drivers, trust procedures or good practices are updated.
- Ensure that the policy is disseminated throughout the Trust.
- Provide information regarding access to Welcome to YAS and Local Induction and circulate these within the organisation.
- Administer processes Welcome to YAS and Local Induction as identified within the policy.
- Maintain and keep up to date accurate records of attendance at Welcome to YAS Induction and completion of Local Inductions utilising ESR.
- Report Compliance to Non-Clinical Portfolio Governance Board
- Ensure systems are in place and followed to manage non-compliance.

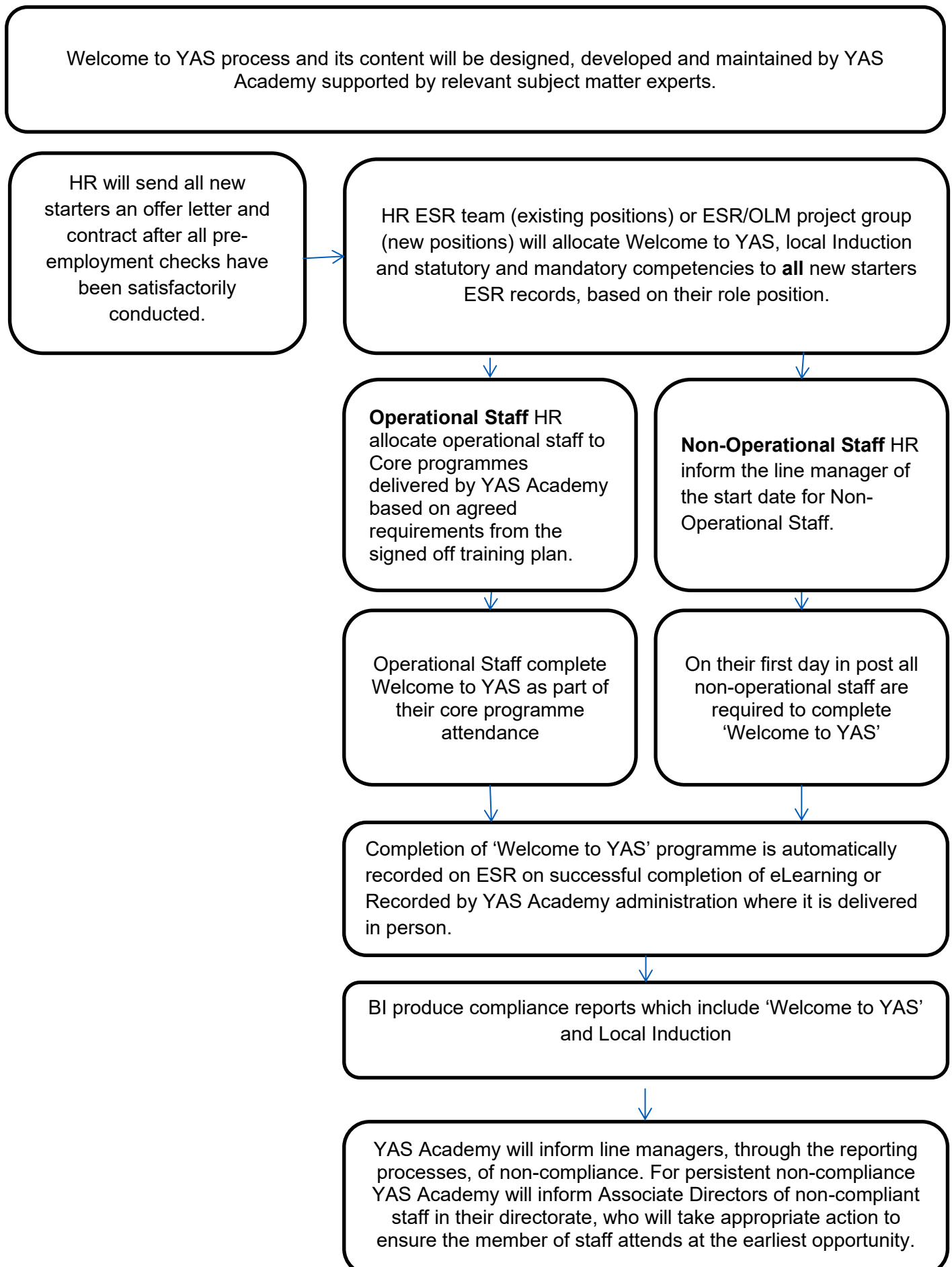
Line Manager/Supervisor

- The Line Manager/Supervisor is accountable for the individual member of staff completing the whole induction process in a timely manner.
- The Line Manager/Supervisor must ensure that a new member of staff:
- Has protected time within their diaries to access Welcome to YAS induction and receive a quality and informative local induction.
- Attends/undertakes and successfully completes all Statutory and Mandatory training.
- Understands all the content listed on the Local Induction Checklist
- Completes and submits the Declaration of Completion for Local Induction on ESR . This will be recorded and reported upon.
- Line managers have the primary responsibility for inducting new members of staff and reorientation for returners into their team. They are in the best position to identify local induction needs and monitor support and encourage the progress of a new member of staff or volunteer, including those “acting up” or internally promoted.

The Individual Employee

- The individual is responsible for ensuring they complete Welcome to YAS and Local Induction programme.
- For completing the Declaration of completion once the Local induction process has come to an end and they fully understand their responsibilities.
- To ensure that they understand the information provided to them and they work within the policies, procedures and guidelines covered in the induction programme.

Appendix C - Procedural Flowchart for the Management of the Welcome to YAS Process employed (temporary and permanent) staff.



Appendix D - Procedural Flowchart for the Management of the Local Induction Process (employed staff)

The local induction process and its content will be designed, developed and maintained by YAS Academy supported by relevant subject matter and service level experts.

On first day of employment at their nominated work base, the line manager and new starter will begin a Local Induction using the relevant Local Induction Checklist (see Appendix E, F, G or H).

On completion of the checklist, the new starter and their line manager must ensure the Local Induction declaration is completed on ESR.

BI produce compliance reports which include 'Welcome to YAS' and Local Induction

YAS Academy will inform line managers, through the reporting processes, of non-compliance. For persistent non-compliance YAS Academy will inform Associate Directors of non-compliant staff in their directorate, who will take appropriate action to ensure the member of staff attends at the earliest opportunity

Appendix E – YAS Local Induction Checklist



YAS Local Induction Checklist

Name	
Post Title	
Department	
Directorate	
Start Date	
Name of Line Manager	
ESR (Electronic Staff Record) Number	

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner.

As each item is discussed it is important your line manager covers all elements in the timescale identified and you can ask questions to seek full understanding of each element.

If any item does not apply to your post, please mark 'N/A.'

If you feel that any area has been missed, and you require further information, please bring it to the attention of your manager.

Once the induction is complete, you must complete the Local Induction Declaration requirement on ESR.

INITIAL CORE TRAINING

Have you completed the appropriate initial training relevant to your role?

Job Role	Training Programme Completed	Date

Other Training

Have you completed the following training:

Training	Yes/No	Date
Welcome to YAS Induction Programme		
Statutory and Mandatory training appropriate to job role (See MyESR page for your requirements)		

Induction Itinerary

Here is your overview of induction activities. Please undertake these within the timescales suggested and where you have any questions, require support or guidance, do not hesitate to speak with your Line Manager.

We wish you the very best for the start of your career at YAS

By the End of Day	Activity
1	<p>I have attended Welcome to YAS event and understand:</p> <p>The core services of the organisation The Vision, Values, and behaviours</p>
1	<p>I have reviewed with my line manager the statutory and mandatory training requirements for my role, and I have protected time, supported by my line manager, to complete it within the timescales identified.</p>
1	<p>I have been shown around my work base with my line manager and have been oriented with all the facilities and I am aware of and understand:</p> <ul style="list-style-type: none"> • Parking and Signing in. • Building security: security pass/codes/fobs/keys/key safe. • Toilets, Rest and Refreshments areas. • First Aider/ first aid kits/ defibrillator. • Desk/Hot desk arrangements. • Smoking/vaping: off-site only. • Waste Disposal arrangements including: general waste, confidential waste, clinical waste, sharps bins, battery disposal. • Fire Safety: Location of fire alarm points, fire extinguishers, escape routes and assembly points; Explanation of fire alarm (continuous or intermittent) sounds and test routines. • Location of local hazards
1	<p>Systems Access</p> <p>My line manager will provide me with log ins, to ensure I can access and log in to key IT Systems including</p> <ul style="list-style-type: none"> • Windows • NHS Mail • ESR • YAS247 • GRS
1	<p>I have received (if required)</p> <ul style="list-style-type: none"> • My ID Badge • Laptop and I have logged in successfully. • Mobile phone and I have logged in successfully. • Uniform
1	<p>My line manager has ensured I am invited to and have access to team briefings and team meetings</p>

5	Colleagues: I have been introduced to my available colleagues
5	Undertake a Workstation Assessment including Display Screen Equipment - For staff who are desk based, this must be completed prior to starting work activities.
5	I have agreed review dates, with my line manager, for <ul style="list-style-type: none"> • Month one, • By the end of month three • My initial PDR
5	Equipment: Identify and demonstrate correct use of equipment, ensuring all logins / usernames / and passwords / passcodes work successfully. Access to Stationery and stores, process, and authorised areas as required
5	My Line manager has provided me with, and I understand, the following key information <ul style="list-style-type: none"> • Working hours/shift patterns/On Call. • Payroll - Time Sheets/Overtime/TOIL/Expenses. • Annual Leave – entitlement and how to request. • Arrangements for notification of sickness and absence. • We have planned a time to have a health and wellbeing conversation – to raise my awareness of the services available to support me
5	I have planned with Line Manager and have meetings in the diary to meet with key stakeholders in the team and across the trust
5	My line manager has supported me to access Pulse , and shown me where I can access: <ul style="list-style-type: none"> • Policies, Procedures and guidelines and I have had the time to access to read and understand them. • The Market Place and had the opportunity to review the full offer of information available to me • I have had the opportunity to say hello to all Colleagues in the team and other people I may encounter within the workplace
5	I am aware of who the Fire Marshals and First Aiders are
5	I have had an opportunity to spend time with and get to know my buddy
10	My line manager has provided me with an overview of departmental roles and structure and team objectives and priorities
10	I have undertaken initial objective setting with my line manager, setting out my objectives and expectations for first 3 months. We also agreed a date for my initial Appraisal/Personal Development Review (PDR) at the end of my induction period and no later than the end of month 3
30	My line manager and I reviewed my first month in post. We checked to make sure I am on track to meet the objectives and expectations agreed and we have completed all the relevant elements of my induction

90	I have had the opportunity to spend time on a shift in other areas of the trust to help me better understand the services we deliver
90	I have spent time with stakeholders to help me better understand the services we deliver
90	My Line manager and I undertook my PDR (appraisal) and set out my objectives and development
90	I have successfully completed Statutory and Mandatory training appropriate to my role as identified on MyESR.
<p>Induction Itinerary – Statutory and Mandatory Training – eLearning</p> <p>Please use the following list to inform which training you need to complete and when. You may not be required to complete all training requirements listed. Use this in conjunction with your role's compliance requirements which can be found on your MyESR home page</p>	
By the End of Day	<p>Statutory and Mandatory Training</p> <p>This list includes all training requirements; review it in conjunction with your 'My Compliance' portlet on your MyESR homepage</p>
5	<p>I have successfully completed the following Statutory and Mandatory Training:</p> <ul style="list-style-type: none"> • Fire Safety Awareness • Health, Safety and Risk Awareness • Information Governance/Data Security
10	<p>I have successfully completed the following Statutory and Mandatory Training:</p> <ul style="list-style-type: none"> • Basic Life Support - Adults • Basic Life Support - Paediatrics • Basic Life Support - New-born • Basic Life Support – Support Staff • Infection Prevention and Control Level 1 • Moving & Handling Level 1 (Loads) • Safeguarding Adults (Level 1) • Safeguarding Children (Level 1) • Safeguarding Adults (Level 2) • Safeguarding Children (Level 2)
30	<p>I have successfully completed the following Statutory and Mandatory Training:</p> <ul style="list-style-type: none"> • Equality, Diversity & Human Rights • Freedom to Speak Up at Work • Infection Prevention and Control Level 2 • Dementia Awareness Level 1 • Learning Disability Awareness Level 1 • Mental Capacity Level 1 • Mental Health Awareness Level 1 • PREVENT Awareness (Basic)

45	<p>I have successfully completed the following Statutory and Mandatory Training:</p> <ul style="list-style-type: none"> • Accessible Information Standards • Counter Fraud • Health Record Keeping • Medicine Management • Prevent WRAP • Risk Management / Investigations of Incidents • Security Management • Waste Management
Note	<p>Statutory and Mandatory eLearning is constantly under review and Under Development please complete once the content is developed and published. look out for announcements and regularly check your compliance at My ESR</p>
90	<p>I have successfully completed Statutory and Mandatory eLearning appropriate to my role as identified on MyESR:</p>

On Successful completion of the above induction Itinerary requirement, your next step is to....

<p>Induction Completion</p> <ul style="list-style-type: none"> • Please review all elements of this checklist to ensure it is fully completed • Next go to ESR to complete the Local Induction Declaration of Completion
