



## Induction Procedure

### Administration

	Yes	No
Application review: explain any employment gaps, why previous employment with vulnerable clients ended.		
Training certificates copies scanned and verified.		
Signed training agreement		
Has the member of staff provided a car insurance certificate that includes business use (Check to see if they use multiple vehicles)		
If applicable, has the member of staff provided a MOT		
Has the member of staff provided a completed payroll form. This then needs to be sent to Angela.		
Has the member of staff completed a Starter Checklist. This then needs to be sent to Angela.		
Does the member of staff have a P45, this needs to be sent to Angela.		
Had the member of staff been provided with a contract of employment, Form EE and Employee Handbook.		
Has the member of staff signed the contract of employment and completed Form EE. Emergency contact details need to be added to HROnline.		
Explanation of Pear Tree Pension scheme. Auto enrolled following a three month wait period.		
Explanation given regarding pay claims and expenses (Include explanation regarding pay claim date and cut-offs for changes)		
Explanation of how to access pay slips.		
Set up and provide with Pear Tree Email Address (Requested from main office)		
Provided with Pear Tree website access code.		
Brief introduction to the website		
Explanation given of how to access TMS to view timesheets.		
Provided with rota explaining shift patterns.		
An explanation that be sleepovers are not guaranteed, they are allocated on level of competency so initially, it is unlikely to receive them. This will mean finishing at 11 pm on a 24 hour shift. However, we ask staff to always be prepared if and when required.		
Provided with structure of organisation and staff telephone numbers. Explain key contacts within the organisation.		
Explanation given regarding holidays and Lieu days and HROnline. (Link requested from main office)		

Prearranged holiday submitted on HROnline		
Register to Connect		
Brief introduction to Connect		
Discuss supervisions and frequency		
Discuss PHCA		
Provided with leaflet on Lifting and Handling.		
Explanation regarding Health Assured.		
Provide with relevant documents for safeguarding training and ensure member of staff has understanding prior to signing PT.D.1.B7		
Photograph taken and added to personnel file.		
Signed and returned Induction Declaration.		

Member of Staff's Signature		Date	
Supervisor's Signature		Date	