

ENCOURAGING
EXCELLENCE,
NURTURING
TALENT!



**SPORTING
CHANCES
GROUP**

STAFF INDUCTION POLICY

Lead	David Johnson
Last Reviewed	September-2026
Next Review Date	September-2027

To be reviewed **annually**.

This policy is enforced across **all** Sporting Chances Group provisions.



**SPORTING
CHANCES
SURREY**



**SPORTING
CHANCES
OUTREACH**



**SPORTING
CHANCES
MjNi**



**CREATIVE
HAIR&LASHES**



**SPORTING
CHANCES
ONLINE**



**SPORTING
CHANCES
FITNESS**





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SPORTING CHANCES GROUP

TERMINOLOGY DISCLAIMER

*When the terms **staff member**, **staff**, **team**, **team member**, **you**, **your**, **yours** or **they** are used in this document and in all Sporting Chances Group (SCG) documentation pertaining to self-employed staff, this means the 'individual contractor' or 'collective contractors'. When you sign this document, you are signing to say that you understand that you are a contractor irrespective of what term is used to describe you.*



GENERAL

SCG believes that all new employees **must** be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy associated procedures and guidelines define SCG's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and company alike.

AIM

It is the aim of SCG to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy associated procedures and guidelines aims to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

SCG expects that the implementation of good induction practice by managers will:

- Enable new employees to settle into SCG quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new members of staff are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Will hold regular appraisal, supervision and group supervision with their staff.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment and training.



SCG's COMMITMENT

SCG will:

- Issue guidelines to familiarise managers and staff with the induction process.
- Maintain and update the Induction Policy.
- Provide a checklist for managers and staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant training where necessary to assist the induction.



GUIDELINES FOR MANAGERS

1. GENERAL

Induction has benefits for all involved in the process. Employees who settle quickly into the Company will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.

Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues. The purpose of induction is to support new employees during this difficult period and to help them become fully integrated into the Company as quickly and as easily as possible.

It is generally recognised that new employees are highly motivated, and an effective induction process will ensure that this motivation is reinforced.

2. INDUCTION CHECKLIST

The Induction checklist is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers should ensure that these matters have been properly understood whilst the checklist is being completed, perhaps in the form of a weekly chat with the new members of staff. Arrangements should also be made for the employee to visit any other SCG sites where possible. At the end of the process the induction checklist should be signed by the relevant parties and placed in the member of staff's personnel file.



3. FIRST DAY OF EMPLOYMENT

Preparations should be made for the arrival of the new member of staff well in advance, for example, arrangements should be made to provide ID cards, lanyards, keys, etc.

Most new employees tend to be concerned primarily with two matters:

- a. whether they can do the job; and**
- b. how they will get on with their new colleagues.**

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage and should be conducted by someone who is well prepared and has sufficient time available. Managers should refer to the Induction Checklist and use it as a basis for discussion thus ensuring all documentation is complete.

A tour of the workplace should be arranged for the new members of staff allowing the relevant SCG venue to be viewed as a whole and the recruit to see where he/she fits into the organisation.

The new members of staff will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new members of staff's arrival. If possible one of the new members of staff's colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.



4. INDUCTION PROGRAMMES

Induction programs must be geared to the individual's needs. **Some of the more obvious new members of staff requiring special attention are as follows:**

GRADUATES

Graduates tend to have a high-level knowledge but may not have the skills relevant to the job. They will want to feel that they are making a contribution from early on and to understand the organisation of the Company and their role within it. Also, they will want to have a clear picture of future career prospects and to gain broad experience with this in mind. SCG will provide the graduate recruit with an adviser - such as a senior manager - who can organise the necessary breadth of experience and offer advice and support in relation to career progression.

MANAGERS

Whilst many of the points in the checklist apply equally to all new managerial staff, in most cases individual induction programs will be necessary. These should be drawn up in consultation with new managers, taking into account their backgrounds and experience and the nature of their new roles. Priority should be given to helping new managers establish and maintain relationships with management colleagues and opportunities should be provided for them to spend time in other relevant Divisions to facilitate this process. This will help managers quickly to gain an understanding of SCG's philosophies, strategic plans and business plans.

EQUAL OPPORTUNITIES

In some cases, it may be necessary to design induction programs with the special needs of the employee in mind this includes but is not limited to ethnic minorities, those with special educational needs or disabilities or any other protected characteristic. Part of the induction process for disabled employees will involve checking such things as wheelchair access to parts of the workplace, toilets, and lifts etc. The necessary reasonable adjustments to



the workplace required to accommodate the disabled individual should be completed prior to them commencing and carried out in discussion with the individual or their adviser. SCG will not tolerate racist or prejudiced behaviour in any form.

LONG-TERM UNEMPLOYED

Previously long-term unemployed people who have been recruited may have been absent from the working environment for some time so it will be helpful to recap on some of the current workplace ways of working. These should, of course, be adapted to suit older workers, who may need to build up confidence and the induction process can be used to update knowledge of technology which may be new to them such as photocopiers, smart phone systems, tablets as well as the Company email and social media systems and intranet if appropriate.



COMPLETING THE INDUCTION PROCESS

Induction can be said to end when the individual becomes fully integrated into SCG. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the induction checklist will provide this opportunity. In some areas, such as understanding wider aspects of the organisation, follow up after a number of months may be appropriate.



APPENDIX 1: SCG INDUCTION PROGRAMME FOR NEW STAFF



INDUCTION PROGRAMME FOR NEW STAFF

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Department / Location	
Name of Employee	
Job Title	
Date Commenced	

This is a checklist of information for Induction which managers should use with new staff as part of their induction programme within the first few days, and certainly within the first two weeks of employment. Health and Safety and Safeguarding items should be identified immediately before commencement of any duties. The new employee should be asked to tick each subject as he/she has been informed about it and sign the end of the form which will then be held on employee's personnel file.

Not all the following subjects are applicable to all Divisions. Should this be the case, record N/A.

Please read the **guidance notes** below before completing this form.



GUIDANCE NOTES

Certain groups of staff have specific induction needs. The main groups are detailed below; particular points to take account of are described.

Staff who describe themselves as having a disability

Disabilities include for example physical handicap, deafness, blindness, mental illness. Consider the following for discussion:

1. Confirm the nature of the disability.
2. Clarify if the employee has any special needs relating to disability.
3. Explore with them any reasonable adjustments that could be made for them.
4. Check whether employee has any particular concerns regarding the workplace.

Staff Returning to Work after a Period of Absence

This includes staff who were previously unemployed, women returning after starting a family, or after any other prolonged period of non-employment. Discussion should include, for example:

1. The difference between the employee's previous working environment and this new one.
2. Changes in skills required for this area of work.
3. Requirement for training to update skills.
4. Concerns they might have about returning to work

Managers and Professional Staff

These staff need a broader induction to put their post in context.

1. Structure and culture of department and Company.
2. Role in relation to Department / Company as appropriate.
3. Training course in supervisory and management skills, if required.

**ONBOARDING CHECKLIST**

This document should be used by managers to ensure that new staff go through a uniform recruitment process of onboarding and training, enabling them to competently carry out the remit of their role.

Staff Initials:	
------------------------	--

ACTIONS	Completed
Reference Approved	
Job Description Provided & Discussed	
Contract - Statement of Employment Terms & Conditions	
DBS	
Handbook	
Policies & Procedures	
Essential Reading	
Induction Programme Timetable	
ID Card & Lanyard	
Uniform	
Arrange Meetings with Key Staff	
Supervision Scheduled	
Probation Targets	

**ITEMS TO COVER WITH EACH NEW EMPLOYEE****The Division / Location**

Completed

1. Division function	
2. Plan and build staff Induction Programme Timetable (Refer to the exemplar/timetable section in the SC Induction Programme Timetable document)	
3. Introduction to colleagues	
4. New staff's role and responsibilities	
5. Supervision Check-ins	
6. General layout - entrances and exits	

Conditions of Employment

1. Information on hours of work, including duty rotas and breaks	
2. Probationary periods of employment	
3. Reporting in when sick including when on leave	
4. Arrangements for requesting leave: annual leave, unpaid leave, compassionate leave	

Safeguarding

1. Employee has read and understood Part 1 and Annex A of KCSIE	
2. Employee has received a copy, read and understood the SCG Child Protection & Safeguarding Policy	



3. I know who the DSL and deputies are and how to raise a concern	
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Health & Safety / Security / Fire

Completed

1. Health and safety information relevant to the location	
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2. Issuing of fire instructions and procedure	
--	--

3. Location of fire-fighting equipment	
---	--

4. Accident reporting	
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5. First aid facilities	
--------------------------------	--

6. Management of monies / valuables	
--	--

7. Major Incident procedures	
-------------------------------------	--

Conduct

1. Personal presentation and staff dress code	
--	--

2. Disciplinary procedures	
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3. Acceptable use of ICT including personal mobile phone	
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4. Confidentiality	
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5. Acceptance of gifts	
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6. Use of Social Media	
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7. Local rules regarding smoking / vaping	
8. Standards of Business Conduct	
9. Employee has received, read and understood the <i>SCG Behaviour Policy</i>	

Facilities

Completed

1. Cloakroom, lockers, lavatories	
2. Space for preparing or eating food	
3. Access to drinking water	

Education / Training / Promotion

1. Learning opportunities	
2. Means of advancement, promotion opportunities	
3. Employee appraisal, review systems	
4. Other topics	

**DECLARATION**

I have been informed about and understand the above items, including the ***Sporting Chances Group Terminology Disclaimer.***

Staff's Signature <i>(Can be typed)</i>	
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Date <i>(dd/mm/yyyy)</i>	
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I confirm that the above Induction Programme has been completed for the above member of staff.

Manager's Signature <i>(Can be typed)</i>	
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Date <i>(dd/mm/yyyy)</i>	
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APPENDIX 2: SCG INDUCTION PROGRAMME TIMETABLE



**SPORTING
CHANCES
GROUP**



STAFF INDUCTION PROGRAMME TIMETABLE

Lead	David Johnson
Reviewed by Staff	September-2026
Next Review	September-2027



INDUCTION PROGRAMME

New employees (NE) should have a robust induction into the Sporting Chances Group. Each Induction Programme should last a minimum of 2 weeks/10 days before the NE begins working independently in their role.

The induction programme should include all the compulsory activities outlined below (pages 1-5), from which you should formulate a schedule for your new starter to work through. An exemplar has been provided for you on pages 6-7, with a blank template below for your completion.

NE = New Employee SCG = Sporting Chances Group

ACTIVITY	WHEN & WHERE	WITH WHOM	ADDITIONAL INFORMATION FOR MANAGERS
1-to-1 Meetings with Key Staff	First day	Line Manager	Welcome NE and take through HR elements: Contract, Job Description, how to invoice etc. Offering a time and space to answer any other questions he/she/they may have or information they need to tell you.
	Within first 2 days	David Johnson	Explanation of how company started, vision and expectations of exceptionally high standards of practice.



ACTIVITY	WHEN & WHERE	WITH WHOM	ADDITIONAL INFORMATION FOR MANAGERS
Tour of Divisions	Within first month	Line Manager or other experienced member of staff	For NE to gain a deeper understanding of the SCG as a whole and their place within it.
1-to-1 Supervision	Weekly for first month. Fortnightly for second month 3 weekly or monthly (at discretion of manager based upon employee's capability and needs)	Line Manager	To offer ring-fenced time to fully support the NE as they familiarise themselves with the remit of their role, offering strategies on how to manage difficult situations and organise training.
Policies & Procedures	Within first 2 weeks	Self-directed	- Safeguarding and Child Protection Policy - Lone Working Policy - Attendance Management Policy - Behaviour Policy - Equality Policy
Essential Reading	Within first 3 weeks	Self-directed	Keeping Children Safe in Education: <i>Keeping children safe in education - GOV.UK (www.gov.uk)</i>



ACTIVITY

WHEN & WHERE

WITH WHOM

ADDITIONAL INFORMATION
FOR MANAGERS

Essential Reading Cont.

Multi-agency Safeguarding:

Working together to safeguard children - GOV.UK (www.gov.uk)

2023 Consultation Document (consult.education.gov.uk)

Mental Health and Behaviour in Schools:

Mental health and behaviour in schools (publishing.service.gov.uk)

Promoting Young People's health and wellbeing:

Promoting children and young people's emotional health and wellbeing (publishing.service.gov.uk)

SEND Code of Practice:

Advice template (publishing.service.gov.uk)

Promoting the Education of looked-after and previously looked-after children:

Promoting the education of looked-after and previously looked-after children - GOV.UK (www.gov.uk)



ACTIVITY	WHEN & WHERE	WITH WHOM	ADDITIONAL INFORMATION FOR MANAGERS
Training	Within first 2 weeks	Self-directed (online)	Educare - Safeguarding Young People - Health and Safety Awareness - Child Protection - First Aid Essentials - Adverse Childhood Experiences - Child Exploitation - FGM - Looked after children - Wellbeing for children and Young People - Awareness of Peer to Peer Abuse - Substance Misuse Risks
Probation Targets	Within first month	Agreed with line manager	The probation period is 3 months. Targets should be taken from role and responsibilities from the NE's Job Description.
Shadowing Opportunities	Within first 2 weeks	Line manager to organise with current staff	The NE should spend at least 2 days shadowing someone in the role they have been appointed to.



INDUCTION PROGRAMME EXEMPLAR

Employee Initials: TR

DAY / DATE (DD/MM/YY)	WHEN & WHERE	ACTIVITY	WITH WHOM	ADDITIONAL INFORMATION FOR STAFF
DAY ONE DATE 04/04/22	10am-12pm Croydon Hilton, Purley	1-to-1 Meeting with Line Manager		Welcome and contractual administration
	1pm-2pm Croydon Hilton, Purley	1-to-1 Meeting with Director	David Johnson	Sporting Chances Group: The Birth, Vision and Expectations
	2pm-4pm	Essential Reading & Policy	Self-directed time	Read 'Keeping Children Safe in Education' and 'Lone Working Policy' (if time)
DAY TWO DATE 05/04/22	10am-12pm	Educare Online Training	Self-directed time	Safeguarding Children and Child Protection
	1pm-2pm Croydon Hilton, Purley	Probation target setting with Line Manager		Setting clear guidance for work over a 3-month period



DAY / DATE	WHEN & WHERE	ACTIVITY	WITH WHOM	ADDITIONAL INFORMATION FOR STAFF
DAY THREE DATE 06/04/22	10am-2pm, The Phoenix Centre	Shadowing an Outreach Mentor/ Provision Mentor	TBC	To observe colleagues' practice; experiencing their strategies and skills when working with young people to achieve positive outcomes



INDUCTION PROGRAMME

Employee Initials:

DAY / DATE (DD/MM/YY)	WHEN & WHERE	ACTIVITY	WITH WHOM	ADDITIONAL INFORMATION FOR STAFF
DAY ONE				
DATE				
DAY TWO				
DATE				



DAY / DATE (DD/MM/YY)	WHEN & WHERE	ACTIVITY	WITH WHOM	ADDITIONAL INFORMATION FOR STAFF
DAY THREE				
DATE				
DAY FOUR				
DATE				
DAY FIVE				
DATE				



DAY / DATE (DD/MM/YY)	WHEN & WHERE	ACTIVITY	WITH WHOM	ADDITIONAL INFORMATION FOR STAFF
DAY SIX				
DATE 				
DAY SEVEN				
DATE 				
DAY EIGHT				
DATE 				



DAY / DATE (DD/MM/YY)	WHEN & WHERE	ACTIVITY	WITH WHOM	ADDITIONAL INFORMATION FOR STAFF
DAY NINE				
DATE				
DAY TEN				
DATE				