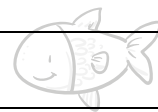
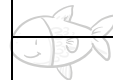



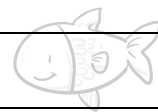
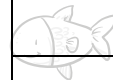
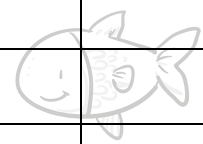
STAFF INDUCTION PROGRAMME



DATE	ACTIVITY	TIME SCALE	SIGN	
			STAFF	MANAGER
	Job offer sent, references, DBS application started and I.D. check completed			
	Links to Level 2 staff guarding sent for employee to complete.			
	Had a meeting with the Club Manager, Areas Manager or Directors	End of the 1st Day Or Before holiday		
	An understanding of the induction process, and have received an induction pack, employee information from there line manager, job offer letter, including, job description, contract hours & rates of pay and pay arrangements.			
	An introduction to your colleagues and 'Who's Who' at the F.I.S.H. including understanding the roles of all staff			
	Have a knowledgeable understanding of the confidentiality policy			
	A copy of the relevant documentation or advice on where to find it			
	Completed the applicable starting forms			
	A tour of building/s, including the location of necessary equipment and facilities, etc.			
	An outline of your role, responsibilities, and level of authority, and outline of work priorities and deadlines.			
	Been provided with keys where appropriate, alarm and gate codes			
	Have an understanding regarding arrangements for sickness, holiday entitlement, disciplinary & grievance procedures familiarised yourself with F.I.S.H policies, procedures, documentation and equipment.			

STAFF INDUCTION PROGRAMME



	An introduction to fire drill procedures; First Aid Officer (& location of 1st Aid Boxes); and outline of security procedures.	End of the 1st Week Or Before holiday club starts		
	Been provided with computer access, company email, access to the fish online booking system (if appropriate), club WhatsApp group.			
	Clarification on standards required and quality of work.			
	Developed an understanding of standards of behavior, including dress code, mobile phones, FISH phones, internet, smoking, hygiene and customer care			
	Been provided with staffing details for staff reporting to you where appropriate	End of the 1st Month Or by the next holiday club		
	Been provided with any equipment required to fulfil the role.			
	Have knowledge of names and locations, etc of external contacts and made contact			
	An overview of any relevant financial procedures as they relate to the post, booking procedures and how to help parents make last minute bookings.			
	An understanding of the policy on: one to ones; appraisal; & staff meetings.			
	Completed an appraisal of key skills required for the post to identify areas of on the job training.			
	The ability to complete tasks (as identified from the job description) to the required standards of quality and accuracy.			
	An understanding of your role in relation to the management reporting structure.			
	Been set key objectives to achieve over the next month, and set up some training targets.			
	Completed your induction program, and undertaken a probationary review with your line manager.			

STAFF INDUCTION PROGRAMME



	Following successful completion of probationary period, undertaken an appraisal with line manager and devised key objectives and an on the job training plan for the term	End of the 2nd Month Or by the 2nd holiday club		
	Acquired full knowledge of all essential policies and procedures.			
	Identified key people for on-going support/networking			
	Booked and/or attended or addressed a training need identified in month one			
	Achieved key objectives set during your induction to the standard required.			
	Demonstrated capability to meet the requirements of the role to the standard set.			
	Completed your induction program, and undertaken a probationary review with your line manager.			