

STAFF AND VOLUNTEER INDUCTION PROCEDURES

1. Staff and Volunteer Induction Procedures

- 1.1 The following procedures incorporate the recommendations of the Protecting Children, Young People and Volunteers ... towards Good Practice (Activity Breaks August 2008)
- 1.2 It is recognised that Reality Adventure Works in Scotland Ltd endeavours to follow the highest quality professional procedures in accordance with its Quality Assurance Policy, Aims, Objectives and Values Statement and Equal Opportunities Policy.
- 1.3 Induction of staff and volunteers is in 3 phases – Recruitment, Induction and Ongoing Monitoring.

2. Recruitment

- 2.1 The specific procedures for recruitment of volunteers are set out in Sections 7 -11 of PCYPV Doc. In addition, an Enhanced Disclosure Scotland application for 'volunteer childcare' position will be made.
- 2.2 During the interview, a potential volunteer will
 - a. receive appropriate literature relating to the position and its responsibilities, together with a copy of the 'Volunteer's Guide to Reality.'
 - b. discuss with the interviewers particular aspects of this position especially in relation to their attitude and behaviour towards the young people and their challenging behaviour and aspects of the style of camps in relation to the values of Reality and their own ethos.
 - c. be able to clarify their own questions about this work, especially in relation to their own strengths and the development of their own gifts.
- 2.3 A similar but more appropriate procedure for more specific staff recruitment - ie role definition, recruitment publicity, application form, identification, declaration, references, criminal convictions, Enhanced Disclosure application and interview - will be followed.
- 2.4 During the interview, a potential staff member will

- a. receive any appropriate literature relating to this position, a copy of the 'Beginner's Guide to Reality' and an outline copy of any contract and Employees Handbook.
- b. discuss with the interviewers particular aspects of this staff position especially in relation to the values of Reality and their own ethos.
- c. be able to clarify their own questions about this work, especially in relation to their own strengths, the development of their own gifts and how they will develop this work.

3. Induction

- 3.1 Once a volunteer or staff member has been offered and accepted their position, a period of induction and training will be offered, to cover at least the following (where appropriate) matters :
 - a. Reality Policies and Procedures especially on Health and Safety, IT and Child Protection issues
 - b. Understanding of other staff / volunteer members of the team and their roles in relation to the accepted position
 - c. Understanding of the premises and equipment, including Fire Procedures
 - d. Personal job procedures
- 3.2 This period of induction will be supervised by Project Manager / Line Manager or a staff or camp team leader given such responsibility for Volunteer Development. For volunteers, some of this training may well take place in other more specific training sessions, including Team meetings.

4. Appraisal

- 4.1 Volunteers at camp will be appraised by their team leader informally on a number of occasions during the camp. The team leader will also complete a report on each team member at the end of each camp.. The purpose of this report is to enable Reality to oversee ongoing team development , the individual and Reality as an organisation
- 4.2 Staff members will receive a formal appraisal of their work and personal contribution to the organisation every 6 months of employment.
The purpose of the 6 monthly appraisal is to enable the staff member to consider their contribution to the work, to plan for future actions and to enable Reality to oversee the whole of the development of the organisation per se and of the staff. (see Staff Development Policy and Procedures).
- 4.3 In all cases, staff and volunteers may request a copy of this report.

Such evaluations also may provide the opportunity for grievances to be aired and successes to be shared. (See additional Policies on Child Protection, Confidentiality and Data Protection, Internal Monitoring and Employees Handbook.)

- 4.4 Training sessions for staff and volunteers are offered on specific and relevant matters are offered regularly. (See Staff Development Policy and Procedures).