



## **Uraidla and Summertown Horticultural and Floricultural Society inc. (Uraidla Show)**

### **INDUCTION POLICY AND CHECKLIST**

#### ***POLICY STATEMENT***

##### **GENERAL**

Uraidla and Summertown Horticultural and Floricultural Society inc. (Uraidla Show) believes that all volunteers and Contractors **MUST** be given timely induction training. This training is regarded as a vital part of the smooth running of the Uraidla Show. This policy, associated procedures and guidelines define the Uraidla Show's commitment to ensure that all volunteers and Contractors are supported during the period of induction, to the benefit of the volunteers, Contractors and Uraidla Show alike.

##### **AIM**

1. It is the aim of Uraidla and Summertown Horticultural and Floricultural Society inc. (Uraidla Show) to ensure that volunteer and Contractor induction is dealt with in an organised and consistent manner, to enable volunteers and Contractors to be introduced into The Uraidla Show environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for Uraidla Show members, volunteer and Contractors to follow during the induction process. It is expected that all Uraidla Show members, volunteer and Contractors will adhere to this policy.
2. The Uraidla Show expects that the implementation of good induction practice by Uraidla Show members will:
  - Enable new volunteers and Contractors to settle into the Uraidla Show environment quickly and become productive and efficient members of the Uraidla Show within a short period of time.
  - Ensure that new volunteers and Contractors are highly motivated and that this motivation is reinforced.
  - Assist in reducing volunteers and Contractors turnover, lateness, absenteeism and poor performance generally.
  - Assist in developing a management style where the emphasis is on leadership.
  - Ensure that volunteers and Contractors operate in a safe working environment.

##### **THE Uraidla Show's COMMITMENT**

3. Uraidla and Summertown Horticultural and Floricultural Society inc. (Uraidla Show) will:
  - Issue guidelines to familiarise members, managers and staff with the induction process.
  - Maintain and update the Induction Policy.
  - Provide a checklist for members, volunteers and Contractors to follow during the induction period.
  - Ensure there is effective monitoring of the induction process particularly leading up to the Show.



- 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 Members**

### **1. GENERAL**

4. 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 volunteers and Contractors during this difficult period and to help them become fully integrated into the Uraidla Show as quickly and as easily as possible.
5. Induction has benefits for all involved in the process. Volunteers and Contractors who settle quickly into the Uraidla Show will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.
6. It is generally recognised that new volunteers and Contractors are highly motivated and an effective induction process will ensure that this motivation is reinforced.

### **2. BENEFITS OF INDUCTION**

7. The advantages of an effective and systematic induction process are as follows:
  - To enable new volunteers and Contractors to settle into the Uraidla Show quickly and become productive and efficient members of the Show within a short period of time.
  - To ensure that new volunteers and Contractors are highly motivated and that this motivation is reinforced.
  - To assist in developing a management style where the emphasis is on leadership.
  - To ensure that new volunteers and Contractors operate in a safe working environment.

### **3. INDUCTION CHECKLIST**

8. The Induction checklist is a very useful way of ensuring that information is imparted to new volunteers and Contractors when they are likely to be most receptive. It avoids overloading volunteers and Contractors with information during the lead up to the Show and on Show day whilst ensuring that all areas are covered. Members should ensure that these matters have been properly understood whilst the checklist is being completed, perhaps in the form of a chat with the new volunteer or Contractor. Arrangements should also be made for the volunteer or Contractor to visit any relevant areas with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and be filed by the Show Secretary within the Occupational Health and Safety file.

### **4. FIRST DAY OF Volunteers and Contractors**

9. It is therefore important to introduce them to their co volunteers 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 volunteers and Contractors are 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. Members should refer to the Induction Checklist and use it as a basis for discussion thus ensuring all documentation is complete.

10. A tour of the Showgrounds should be arranged for the new volunteers and Contractors allowing the Uraidla Show to be viewed as a whole and the recruit to see where he/she fits into the organisation.

## 5. INDUCTION PROGRAMMES

11. Induction programmes must be geared to the individual's needs. Some of the more obvious new volunteers and Contractors requiring special attention are as follows:

### School Leavers

For most new volunteers and Contractors, induction is concerned with getting accustomed to a new job. For school leavers, however, it is about adjusting to a whole new way of life - the world of work. Consequently, school leavers are likely to need more support than other groups. Wherever possible, induction and subsequent training should relate to knowledge and skills which go beyond the volunteers and Contractors own particular job

12. It would also be helpful for school leavers to be introduced to an approachable person to whom they could take any queries they might have.

### Ethnic Minorities

13. In some cases, it may be necessary to design induction programmes with the special needs of ethnic minorities in mind. Language problems and attitudes amongst existing members may be areas requiring particular attention. This is preparation that should be completed before any volunteers and Contractors joins the Show. Uraidla and Summertown Horticultural and Floricultural Society inc. (Uraidla Show) will not tolerate racist or prejudiced behaviour in any form.

### Other Groups

14. Other groups that may need particular consideration include disabled volunteers and Contractors.
15. Disabled volunteers and Contractors may have all or a combination of induction needs, but these needs may be compounded by their disabilities. Part of the induction process for disabled employees will involve checking such things as wheelchair access to parts of the workplace, and toilets 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.

## COMPLETING THE INDUCTION PROCESS

Induction can be said to end when the individual become fully integrated into the organisation. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new volunteers and Contractors the opportunity to ask questions can be useful, and the induction checklist will provide this opportunity.

16. In some areas, such as understanding wider aspects of the organisation, follow up may be appropriate.



## INDUCTION PROGRAMME FOR Volunteers and Contractors

SECTION .....

NAME OF VOLUNTEER OR CONTRACTOR .....

CONTRACTOR COMPANY (if applicable) .....

DATE COMMENCED .....

This is a checklist of information for Induction which Show members should use with new volunteers and Contractors as part of their induction programme within the first few days of attendance. Health and Safety items should be identified immediately. The new volunteers and Contractors should be asked to tick each subject as he/she has been informed about it, and sign the end of the form. The member then hands the form to the Secretary's Office for inclusion in the Occupational Health & Safety file.

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

Please read the guidance notes below before completing this form.

### Guidance Notes

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

**Volunteers and Contractors 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 volunteer and Contractor has any special needs relating to disability.
3. Explore with them any reasonable adjustments that could be made for them.
4. Check whether volunteer and Contractor has any particular concerns regarding the workplace.

### Graduates and College/School Leavers

These volunteers may have no previous work experience and will need careful integration into the Show. Discuss the following:

1. Their specific role within the Section.
2. Reporting responsibilities and the importance of good timekeeping.
3. Allocation and prioritisation of work.
4. Where to go if they need advice or help.



**ITEMS TO COVER WITH EACH NEW Volunteer and Contractor**

The Section	Complete
1. Section function	
2. Introduction to colleagues	
3. New volunteer's own job	
4. Supervision	
5. General layout - entrances and exits	
6. Other topics:	
<b>Health and Safety, Security, Fire</b>	
1. Hand Washing	
2. Lifting ie bend knees	
3. Food safety Procedures	
4. Accident reporting	
5. First aid facilities/role of Occupational Health /	
6. Loss of personal effects	
7. Security of Showgrounds	
8. Arrangement for keys, etc.	
9. Violence and aggressive behaviour	
10. Management of monies/valuables	
11. Major Incident procedures	
12. Other topics:	
<b>Conduct</b>	
1. Personal presentation	
2. Disciplinary procedures	
3. Courtesy to the public	
4. Confidentiality	
5. Noise Control	
6. Statements to the Press / use of Social Media	
7. Local rules regarding smoking / vaping	
8. Other topics:	
<b>Facilities</b>	
1. Cloakroom, lockers, lavatories	
2. Canteen / space for preparing or eating food	
3. Access to drinking water	
4. Other topics:	
<b>Items Specific to Department</b>	
1. Waste disposal	
2. Control of infection	
3. Lifting and handling	
4. Other topics:	

**OTHER RELEVANT ISSUES SPECIFIC TO SECTION**

