



# Anderida Adolescent Care

## Induction Policy

Anderida aims to provide new mentors with a comprehensive induction to ensure they are introduced to the aims, objectives, policies and procedures of the organisation, as well as provide them with the information and training required to develop as competent team members.

Once the mentor has been offered the job and they have accepted, we then meet to do an induction. This is the induction which takes 3 months to complete from the mentor's start date.

This will include:

- Welcome introductions – inductor explains own role
  - Anderida Induction Checklist – summarised
  - About the homes
  - Paperwork training
  - Health and Wellbeing - support in the organisation and risk assessment
  - Policies and Procedures – where to access and the tick list
  - Quality standards to read
  - 5-part induction – this is explained and each section gone through
  - Questions and discussion at the end once all of this is finished. This is to go over some of the policies and procedures to ensure that they have all been read.
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- The mentor will also be required to attend all training
  - They will be provided with a mentor and a supervisor
  - Once a fortnight the mentor will check in and let their assessor know how they are getting on with their induction

**Your assessor will visit you in the home within a month to show you:**

- petty cash procedures
- medication in house induction – how to administer, log and do medication checks

### **3–6-month review**

On completion of the induction program the mentor will attend a review to discuss how the mentor has found the last 3-6 months with regards to the job role and the hours etc. We look at any barriers moving forward and discuss contracts and personal development.

In relation to the persistent failure to submit assignments within agreed timescales, the following procedure will apply:

- 1. On the first occasion that a deadline is missed the Assessor will discuss this with the mentor (learner), this will be recorded and kept on file.*
- 2. At the second occurrence of a missed deadline, the Assessor will speak with the learner and check to ensure the learner is receiving sufficient support to achieve their goals, taking into consideration shift patterns, workload, personal circumstances, assessment method and learning requirements. This will be recorded and forwarded to the centre co-ordinator.*
- 3. In the event of a third missed deadline, the Assessor will raise a concern with the centre co-ordinator and arrange a 3-way supervision. This is to ensure the learner is being fully supported and to discuss arrangements for progression of the induction.*