PCC/PARISH LOGO

PCC/ PARISH NAME

HR Induction Booklet

ADDRESS OF LOCATION

TELEPHONE NUMBER

OFFICE OPENING HOURS

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# **Key People in the Diocese of Coventry**



**Current Vicar**

**The Rt Revd John Stroyan**

**Bishop of Warwick**

**The Rt Revd Dr Christopher Cocksworth**

**Bishop of Coventry**



**Archdeacon Pastor**

**(Vacant)**

**The Ven Barry Dugmore**

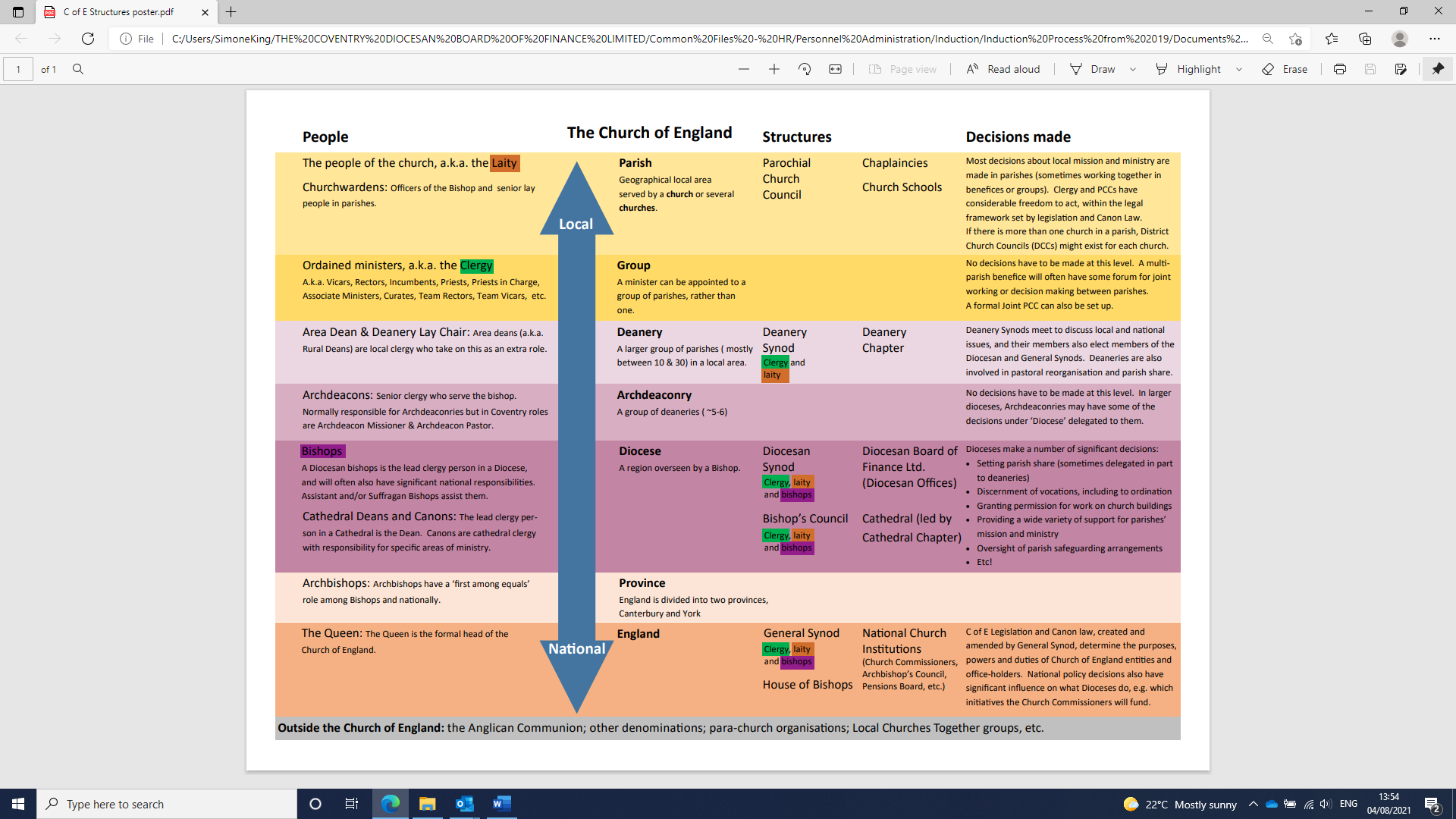
**Archdeacon Missioner**

**Other Ministry Staff**

# **Meet the Team**

If you have a large team, you could add a picture of each person/department head, their job title and a comment about what their role is

# **Church of England Structure**



The King – The King is the formal head of the Church of England

# **Office Layout**

You could include a floor plan/map of the office/location to assist the new employee with finding their way around.

# **Health and Safety**

It is the responsibility of each member of staff to;

At all times, act and work in a manner that is not unsafe to themselves or any other person. Report any identified unsafe condition or situation to the Health and Safety Officer,  
Suggest ways of eliminating identified hazards associated with the workplace,  
Report all accident injuries and other serious incidents to the Health and Safety Officer,  
Set an example, particularly to new or young employees, of high personal standards of Health & Safety practice and discipline,

If there is any doubt regarding any aspect of good safe working practice, please speak to your Line Manager or the Health and Safety Officer for advice.

For further information please refer to the Company’s Health and Safety policy which can be found in the staff handbook.

# **Fire Policy and Fire Alarm Tests**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

A fire alarm test is carried out every 2 weeks in the office on Thursdays between 9:30am and 10am. An email will be sent out to all staff letting them know that a test is about to take place and that you do not need to evacuate the building.

If you discover a fire, raise the alarm immediately using one of the break glass call points, this can be activated by pressing hard against the glass with your thumb. If appropriate and adequate training has been given, locate the nearest suitable fire extinguisher and use it to attempt to put out the fire. This should only be done for a short time. If the fire does not immediately respond, evacuate.

Unless you have been notified that the alarm is being tested, if you hear the alarm leave the building as quickly as possible. Do not wait to collect belongings and do not run. Visitors should be looked after by their hosts.

The exit routes are clearly marked so leave the building via one of these exits. The first fire exit is directly onto [LOCATION]. If this is not accessible the second fire exit is [LOCATION]. The doors are fitted with break glass devices to open the door in case of a power failure.

After leaving the building head to the [LOCATION] which is the assembly area for all number emergencies.

The Fire Marshals are:

NAME. DEPARTMENT

NAME. DEPARTMENT

For more information please refer to the Fire Safety Management Policy which can be found in the staff handbook.

# **First aid**

You must report any accident immediately to your Line Manager or the Administrator/ Responsible Person and have any injuries treated by a First Aider as appropriate. Each accident will be recorded in an accident report book by a first aider. The accident report book is located in [LOCATION]

The trained first aiders in the office are:

NAME. DEPARTMENT

NAME. DEPARTMENT

There are two first aid boxes which are maintained and available for use in the case of an accident at work. These are located in [LOCATION]

There is also an automatic defibrillator available in the event that somebody goes into cardiac arrest. If possible, alert a trained first aider before attempting to use the defibrillator. However, it is a completely automatic machine which will talk you through the process step by step once powered on. For more information about how to use the defibrillator please refer to the instruction book located inside the orange cover.

# **Office Know How**

## Wellbeing and Employee Rewards

Note any wellbeing/Rewards initiatives you provide employees

## Appraisals

Every year in [DATE], your Manager will hold an appraisal with you to discuss how you feel your job is going. You will be sent the relevant appraisal form to complete before your meeting, and the meeting will centre around past successes and future objectives. Following on from your meeting, your Manager will update the form with your objectives and any other items that you have discussed.

You will also have a mid year appraisal, held in [DATE] in order to check your progress on your objectives, and ensure that you are happy with how things are going in your job.

## Probation Period

Your manager will meet with you on your first day to discuss your probation period and any objectives that they will set for you to achieve in your first six months. They will also meet with you at the end of your first month, and third month to check your progress and offer more training and support if you need it. Shortly before your Probation period ends, your Manager will arrange to meet with you to discuss your progress so far. Once your meeting has ended, your Manager will confirm the outcome to the Administrator/ Responsible Person, who will then provide any follow up support as required.

## Pension

Note details regarding your Pension provision, who to contact in case of issues etc

## Payroll

Note details regarding your Payroll provider, pay dates, who to contact in case of issues etc

## Training

Note details regarding any mandatory training that employees need to do

## Sickness Absence

If you are too ill to attend work, you should contact your Line Manager by [TIME] on the first day of your absence. On your return to work you will be asked to complete a Self-certificate which you must then send to Administrator/ Responsible Person for recording for all absence of less than 7 calendar days. If your absence is longer than this, then you must submit a FIT note from your doctor.

We do have a sickness absence monitoring process, and you will be asked to attend a return-to-work meeting whenever absence levels reach any of the following levels:

* Any unauthorised absence
* Eight continuous working days of absence
* Four individual periods of sick leave in a 12-month rolling period.

For further information, please see the Sickness absence policy

## Annual Leave

To request annual leave, you must speak to your Line Manager and agree the dates with them before you pay for a holiday location. On your start date, and at the end of each year you will be provided with a spreadsheet/document which details your annual leave entitlement, and you should record your leave requests on here and send it to your Line Manager for authorisation.

Please refer to the Annual leave policy, for further details.

## TOIL (Time off in Lieu)

From time to time, you may need to work overtime in line with the needs of the business. PCC/PARISH NAME do not pay for overtime, however we do have a TOIL policy where you can take time off work to recoup the overtime that you have worked.

TOIL must be reclaimed within set time frames, and in agreement with your Line Manager. For further information on this please see the TOIL policy.

## Signing in/out boards

Location and rules for signing in and out of the building

## Eye care Vouchers

If you are a regular user of DSE/VDU, you will be entitled to an eye care voucher every two years. If the optician agrees that you only need glasses for VDU use, then you will also be entitled to a voucher towards the cost of glasses. You will need to speak to Administrator/ Responsible Person to request an eye care voucher.

## Stress Prevention and Wellbeing Policy

The wellbeing of our staff is of paramount importance to the Diocese. Therefore, we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of caring for the wellbeing of our staff; particularly by identifying and reducing workplace stressors.

Please see the Stress Prevention and Wellbeing Policy for more details.

## Flexible Working Policy

You can apply for flexible working after 26 weeks of being employed by us, in accordance with government legislation. You can only apply for this once in a 12-month period.

You should always discuss this with your Line Manager in the first instance. Once you have submitted your application a meeting will then be held with the Administrator/ Responsible Person to discuss the formalities of this.

Please see the Flexible Working Policy for more details, and also “The Right to Request Flexible Working - Application form”

## Home Working

Some of our workers are either full time home workers or have a hybrid arrangement of being based partly in the office, and partly from home.

A request to work from home in this way, would not form part of a contractual change to your working conditions, and you would need to satisfy certain criteria in order for this to be agreed.

You can request a change to either full time or hybrid home working with your Line Manager. If this is agreed, then you would need to complete a home working risk assessment in conjunction with Administrator/ Responsible Person. Please refer to the Homeworking policy.

## Staff Information Files

Note where the employee can find any policy documents/ shared employee documents

## Visitors

Insert Visitor policy for visitors who are meeting with staff

## Stationery

Insert where to find stationery and how to order it if needed

## Printing

Location of printers and any specific rules

## Post

Note the incoming and outgoing post times, rules and franking machine information if relevant

## Kitchen

Location of the kitchen and rules surrounding making drinks and food storage

## Toilets

Location of the toilets

## Expenses/Mileage claims

Detail how to claim expenses/mileage and any rules the employee should know about. Link to your expenses policy if you have one

## Net Zero

At the PCC/Parish office we are working towards having a net zero impact on the environment. There are 2 policies that you should familarise yourself with to ensure that when working in the office, or on PCC/Parish business, that you observe practises to enable us to reach the net zero target. These policies are the Environmental Policy and the Sustainable Travel Policy.

## Booking Meeting Rooms

Note how to book meeting rooms and any rules in relation to using meeting rooms – tidy up afterwards etc

## Car Parking

Note any rules surrounding parking on site

## Staff Briefings/Meetings

Note any regular meetings/ meet ups that the employee should be aware of

## Windows and Blinds

At the end of every day, before you leave the office, please ensure that you have shut any windows in your area, and have closed the blinds.

## Enclosures:

* HR and Health and Safety Induction Checklist
* Link to any policy documents
* Organisation Charts for each team
* DSE Assessment and Checklist
* Home Working Risk Assessment
* Employee Wellbeing and Rewards offering
* Sustainable Travel Policy
* Environmental Policy
* Anything else that would be useful for the new employee