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Community  
Legal Service



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**“Working to Empower the Community”  
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

**Also:-**

Preston Office: (01772) 759413 Carnforth Office: (01524) 732807

### Induction Procedure

#### **Organisational Induction**

Every new member of the team will undergo an organisational induction process. The purpose of the induction is to familiarise the team on the procedures, policies and activity of the organisation.

Once the recruitment process has taken place the new team member will be inducted using the following checklist, ensuring that the entire list is complete:

1. Signposts Presentations
  - Who and where we are
  - What we do and how we do it
2. Information and Advice giving Do's and Don'ts
3. Confidentiality Policy and other Policies and Procedures
4. Monitoring
5. Referrals
6. Supervision
7. Allocation of ID badge/t-shirt/fleece (mobile phone/laptop as appropriate)
8. Organisational Paperwork
9. Website

The induction should take place as soon as possible after the person is recruited. This can be done individually using the above checklist or during the monthly induction session, lead by a member of the Strategic Management Team.

#### **Induction into specific projects:**

Each member of the team will be inducted into individual project as and when they begin the work or if they swap roles within the organisation

1. Project aims and objectives
2. Work base familiarisation
3. Tour of the building
4. Health and Safety issues

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North Lancashire  
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