



## **Barrow AFC- Staff Induction Policy**

### **Statement of Intent**

Barrow AFC are back in the Football League after many long years. After our enforced exile and the hard work of everyone on and off the pitch, we have returned to where we deserve to be.

Ray Wilkie said, "no one deserves it more than them" when talking of supporters after the Wembley win in 1990. We believe that should be the case for everyone involved in Barrow AFC when we work here- we deserve the best.

This document outlines clearly what we all expect and deserve as colleagues, when working for Barrow AFC:

- Barrow AFC expects all employees to work in positive and respectful manner with colleagues, stakeholders and the wider public at all times.
- Everyone who works at Barrow AFC should understand that their own behaviour, and the manner in which they conduct themselves, sets an example and reflects on the club
- Barrow AFC expects that all employees present themselves at work in a manner that reflects well on the club and creates a positive and professional impression
- Employees are expected to act outside work in a manner that reflects well on Barrow AFC and does not bring the club into disrepute, including use of social media
- All employees can expect and deserve proper support to fulfil these responsibilities to the best of their ability through positive support and professional development
- Barrow AFC expects all colleagues to work together as a team, sharing information so everyone can do the best job they can
- Everyone who works at Barrow AFC will be treated with equal respect and kindness, regardless of race, religious beliefs, gender or sexuality
- All employees can expect and deserve to have their overall performance measured against clear expectations outlined within their roles and responsibilities
- Everyone who works at Barrow AFC should understand their own responsibilities with regard to the Health, Safety and Safeguarding at work
- Barrow AFC undertakes to ensure if employees have a grievance there is a process to follow, which will be conducted in a fair and transparent manner
- Barrow AFC employees are bound by confidentiality and will have made a legal commitment not to disclose private business information regarding Barrow AFC to others

### **ROLE OF THE BARROW AFC STAFF HANDBOOK AND CLUB CHARTER**

All basic information with regard to Staff Induction is contained within the Barrow AFC Staff Handbook. This, alongside the Club Charter are the key documents that every new member of staff should be aware of.

## **EQUALITY STATEMENT**

**Barrow AFC** will not tolerate any form of discrimination as identified in the Equality Act 2010 under the 9 protected characteristic, listed: age, race, sex, religion, sexual orientation, disability, gender reassignment, marriage and civil partnership, maternity and paternity leave. Furthermore, behaviour which is deemed as bullying or harassment will also not be tolerated and will be dealt with in the same view as discrimination.

**Barrow AFC** is dedicated to ensuring a safe and inclusive environment for everybody to thrive and the best version of themselves.

If you feel you have personally encountered discrimination, or believe to have witnessed discriminatory behaviour, please contact Alisha Henry on [a.henry@barrowafc.com](mailto:a.henry@barrowafc.com) to make a formal complaint. Further details are contained within the Equality Policy and procedures.

## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

As our club grows, so should the people within. This policy is designed to ensure consistency of treatment and fairness, and that we abide by all relevant equality legislation.

### **Roles and Responsibilities**

1. The Board of Directors of Barrow AFC with executive powers have the responsibility for the fair appraisal and professional development of the GM, applying the same processes and principles as outlined in this handbook.
2. The GM, Alisha Henry, is responsible for the fair appraisal and professional development of all non-playing members of staff
3. All members of staff are responsible for taking part in that process in a positive and transparent manner
4. All members of Barrow AFC, including the GM has access to a fair and transparent grievance procedure which is outlined in this handbook.

### **Process and Procedures**

1. All staff can expect to have clear, measureable and supportive goals to achieve over the course of the football season. These will be reviewed every close season and new goals will be set. These are underpinned and closely related to both the role profile and the statement of intent set out in this handbook. It is also here where any discussions regarding pay and conditions will take place.
2. As the year progresses, staff will have the opportunity at monthly review meetings with the GM to discuss their progress, health and well-being. These discussions will support both the professional and personal development of the employee. The employee will drive the process of self- evaluation. The GM will ensure that proper support and training can be accessed by the employee.
3. The monthly reviews feed into a mid-season appraisal; where both parties will have the opportunity to formally feedback how they feel the season is progressing in their working-life at Barrow AFC. This part of the process will be reviewed by an executive director of the club in conjunction with the GM.
4. All meetings must have at the heart a commitment to the health and well-being of all staff. There is a growing appreciation of the benefits and importance of creating environments in which people can be more open about both their physical and mental well-being.

5. Tackling the stigma, prejudice and discrimination that can be associated with mental health conditions both in sport and wider society is really important and Barrow AFC supports the Mental Health Charter for Sport and Recreation.

### **Staff Training**

Just as footballers need a positive and varied training regime to achieve their best, so do the rest of the workforce at a football club. This is a key area of any professional development process. This may involve the following areas, but approaches will vary to support the individual:

1. Access to statutory health, safety and safeguarding training: **mandatory**
2. Opportunity or time to study or review best practice, possibly including visits to other football clubs
3. Access to identified training which will support and improve performance
4. Identified support, related to physical and mental health and well-being



### Appendix 1- Induction Checklist

New starter: \_\_\_\_\_ Department: \_\_\_\_\_

Line manager: \_\_\_\_\_

| Action  | Notes | Tick |
|---|-------|------|
| <b>Personnel</b>  |       |      |
| Check that all paperwork has been returned by the new starter   |       |      |
| Take away any forms/paperwork, etc. that still require completing   |       |      |
| <b>Communication</b>  |       |      |
| Update telephone list/staff list with new starter's name  |       |      |
| Inform staff that the person is due to start in briefing (week before)  |       |      |
| <b>Documentation preparation (print copies of the following documents)</b>  |       |      |
| Job description/person specification  |       |      |
| Barrow AFC Staff Handbook   |       |      |
| Barrow AFC Club Charter   |       |      |
| Provide link to policies regarding health and safety, fire evacuation procedures, safeguarding and child protection and behaviour |       |      |
| General club information and the organisational structure   |       |      |
| Staff lists showing all staff and staff groups  |       |      |
| Telephone lists   |       |      |
| <b>Equipment (check with line manager)</b>  |       |      |
| Does the person need a PC?<br>YES/NO  |       |      |
| Has this been arranged?<br>YES/NO   |       |      |

|  |                       |  |
|--|-----------------------|--|
| Does this person need their own desk? YES/NO   |                       |  |
| Has this been arranged? YES/NO   |                       |  |
| <b>Facilities</b>  |                       |  |
| Check with the line manager and/or SLT where the person will be based  |                       |  |
| Ensure premises team are advised to place new equipment in person's office space prior to them starting  |                       |  |
| Explain keys procedure if at The Progression Solicitors' Stadium   |                       |  |
| <b>ICT/MIS</b>   |                       |  |
| Arrange PC username and password   |                       |  |
| Arrange email username and password  |                       |  |
| Arrange photocopier code   |                       |  |
| <b>Handover to departmental manager where appropriate</b>  |                       |  |
| Check with the line manager when he/she will be available for a handover meeting   |                       |  |
| Assign a buddy/mentor  | <b>Mentor's name:</b> |  |
| Check Inductee has opportunity to look at and agree all club policies and procedures. Provide an opportunity to ask questions with regard to these policies.                                 |                       |  |
| Give employee the following key documents:<br>1) Club Charter<br>2) Club Handbook<br>3) Safeguarding Policy  |                       |  |
| Remind both appraiser and new employee of their responsibilities:<br>- Probationary reviews<br>- Departmental induction<br>- Performance appraisal/continuing professional development (CPD) |                       |  |

Name of Staff Member \_\_\_\_\_

Signature \_\_\_\_\_

Name of Line Manager \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_