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Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

16th June 2025

Tel: 01623 622515
Join today: www.sfh-tr.nhs.uk

[REDACTED]

Dear Sir/Madam

Freedom of Information Act (FOI) 2000 - Request for Information Reference: Induction

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below. Please accept our sincere apologies for the delay.

Home, Community, Hospital.

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1. What does a standard induction/on-boarding programme look like for new starters joining your organisation? • Does this apply to all new starters regardless of contract type or length?	Non-clinical policies Sherwood Forest Hospitals - the standard induction/onboarding programme can be found in the AFC Induction Policy on our website	Yes	Section 21	Section 21 exempts information that is reasonably accessible to you by other means. The information you require is available here: https://www.sfh-tr.nhs.uk/media/12rdxvgu/afc-induction-policy.pdf
2. What subjects, topics, policies, charters are covered as part of the induction/on-boarding programme?				
3. What format (ie webinar, e-learning, face-to-face) does your induction/on-boarding programme take and over what length of time?				
4. Following the standard recruitment process, at what point does a new starter attend any formal Corporate Induction programme?	Automatically booked during onboarding checks, information for this can be found in the AFC Induction Policy on our website Non-clinical policies Sherwood Forest Hospitals			
5. Is attendance/engagement with formal induction processes an essential/mandatory requirement? If so what is your current compliance rate?	Yes – found in the AFC Induction Policy Please see Q1			

<p>6. When was the last time your induction programme was reviewed?</p> <ul style="list-style-type: none"> • As a result of this review, what, if anything, changed? • Do you have any future plans to add/remove any content? • If so, what is it? 	<p>April 2025 and reviewed every 6 months. Information can be found in the AFC Induction Policy on our website Please see Q1</p> <p>Any plans to add/remove content will be based on insights/data gathered, new changes to policy, strategy, etc..</p>			
<p>7. Is your executive team involved with the delivery of any part of the induction programme?</p>	<p>Yes - welcome section. See the information in the AFC Induction Policy on our website Please see Q1</p>			

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.