

# Induction Checklist for Returning Parents

**A tool for managers to support staff  
returning from maternity, adoption or shared  
parental leave**

“It felt really odd going back to work, I was so nervous as I knew some things had changed; there were new members of the team, new projects, and it would be a complete change from my day to day life in the last 12 months. But, after I met each of the new team, had time to catch up on my areas of work, it was as if I had never been away.”

*Vikki, D&I Officer*

## Introduction

This guidance provides managers with a framework to enable a smooth return to work for their staff. The checklist provided, is inclusive of those returning to work but remain working from home. It is important that you have read the relevant University’s parental leave policy applicable to you or your member of staff.

If you are returning to the University, welcome back! It can be a very daunting and worrying time returning to work after a long period of leave, particularly if your home life has changed and you now have additional caring responsibilities. This is very normal, and rest assured there is support to help you settle back in.

If you are a manager, you need to be aware of the concerns your staff may feel in returning to work and take into consideration the impact of being a new parent or having an additional caring role. It is normal for your member of staff to feel a sense of culture shock, as the demands of looking after a child and the workplace are often very different.

You should both expect for it to take a short while to adjust, and varying management styles may need to be discussed or implemented to help the returning member of staff settle in and get up to speed more quickly. For example, if your member of staff is feeling stressed and anxious, then a more directive and supportive style may be appropriate, but if they are feeling confident and able to get on, then a more 'checking in' and reassuring style is perhaps more suitable. You should both allow time to refresh skills, get up to speed with changes, relevant processes and policies, and time to adjust to the work environment.

It is important to make yourselves familiar with the working from home and Covid-19 resources available and all meetings and arrangements are in alignment with current University guidance:

Read the [Covid-19 Working Guide](#) to understand the current arrangements and expectations on staff and managers.

Access the [University resources for all staff](#) who are working remotely and how to engage with your teams.

Ensure you understand the [Safety and Health Services home working guidance](#).

## Back to work Plan

It is important to have elements of a plan in place before the member of staff returns. If possible, you could consider an initial phased return which your member of staff may find beneficial (e.g. starting mid-week, shorter days, using accrued leave to build up number of days working, block time out to

catch up on emails etc.). All meetings and handovers need to be undertaken in the appropriate format in accordance with University Covid-19 and home working guidance (e.g. virtual meetings, emails, voice/video calls etc.). However, **before** your staff returns, managers should tick off the following actions in the checklist.

✓	Actions to complete
□	<b><i>Ensure they complete the DSE to ensure they have all required working equipment (working environment)</i></b>
□	<b><i>If they need to be in the office, make safe arrangements for them to do so (refer to Covid 19 guidance).</i></b>
□	<b><i>Discuss using a KIT day to ensure they are familiar with any new systems, folders, Sharepoint sites etc. they will need for their role.</i></b>
□	<b><i>A virtual meeting with the member of staff is arranged on their first day (or as close to as possible) to personally welcome them back and discuss all relevant work matters (make sure this isn't overwhelming. This could take place over a number of meetings in the first few weeks if needs be.</i></b>
□	<b><i>With the exception of immediate team meetings, try to avoid official, or all-day meetings/committees/conferences are booked in for their first day back.</i></b>

✓	Actions to complete
☐	<b><i>Access information on new/revised policies or changes that have occurred during the leave period.</i></b>
☐	<b><i>Consider workload issues during settling in period and beyond.</i></b>
☐	<b><i>Discuss flexible working and follow up on any agreed change in hours and inform HR/Payroll.</i></b>
☐	<b><i>Arrange regular virtual meetings between manager and member of staff to 'check in'</i></b>

#### Remember:

- Welcome your employee back personally.
- Discuss and agree short term objectives and packages of work during the first few weeks back before setting longer term objectives.
- Complete the induction checklist.
- Adapt your management style to meet the requirements of your returning employee.
- Both manager and staff need to be aware of other factors that may affect performance such as tiredness, childcare support and maternal mental health.
- It will take time to settle back in!
- Get involved in the support and activities around the University and the city which may help as a returning member of staff (e.g. Parents and carer People Network).

## **Additional Support**

The following list provides links to additional help, guidance and support for returning staff and managers.

### **Flexible working policy and request guidance**

<http://www.bristol.ac.uk/hr/policies/flexwork.html>

### **Post-lockdown Working Arrangements Protocol**

<https://uob.sharepoint.com/sites/coronavirus/SitePages/post-lockdown-working-arrangements-protocol.aspx>

### **Parent and Carers Network**

<http://www.bristol.ac.uk/inclusion/supporting-our-staff/staff-networks/parents-and-carers-network/>

### **Maternity/Paternity Coaching**

<https://www.bristol.ac.uk/staffdevelopment/coaching-service/maternity-paternity/>

### **Staff Counselling**

<https://uob.sharepoint.com/sites/staff-counselling>

### **Safety and Health Services: New & Expectant Mothers at Work Guidance**

<https://www.bristol.ac.uk/safety/media/gn/new-expect-mothers-gn.pdf>

