

Policy and Procedure Guide

Subject: Induction	Date Effective: September 2011
	Review Date: By end of December 2012

Responsible to: General Manager, Senior Teachers**Applies to:** All staff**Purpose:** To ensure new staff members are welcomed to the organisation and that they receive all necessary information and advice in a timely manner to enable them to settle into their position.**Definitions:**

- “New staff” means anyone employed by the Association whether they be permanent or fixed term appointments.

References:**POLICY**

1. All new staff shall take part in a formal induction programme suitable to their position and location.
2. Kindergartens: Head Teachers in consultation with their teams are responsible for developing the detail of induction programmes for new staff under their control. If the new appointee is the Head Teacher, this responsibility rests with the Senior Teacher for that kindergarten.
3. WRFKA Office: The General Manager in consultation with other office staff, is responsible for developing the detail of induction programmes for new staff in the office.
4. Delegation of all or any part of a new staff member’s induction programme may be made, but those identified in this policy retain overall responsibility for ensuring the programme is carried out.
5. Individual induction programmes will indicate a timeframe for completion.

PROCEDURES**Before Commencement the person responsible for induction will:**

1. Give information to all staff advising the new staff members name and broad responsibilities.
2. Determine and advise participants of welcome procedure, time and venue etc, if applicable eg. Powhiri/Mihi, annual Full Staff Meeting.
3. Arrange workspace and resources e.g. furniture, computer, basic stationery, keys and security access where applicable having regard for any special needs the staff member may have.

4. Provide any necessary documentation relevant to the position; and
5. Finalise induction programme.

On Commencement, the person responsible for the induction will:

1. Welcome the new staff member and introduce to staff (team);
2. Provide the new staff member with a copy of an organisation chart for WRFKA and discuss their position within it;
3. Familiarise the inductee with the work environment including office equipment and advise of emergency exits and procedures;
4. Explain hours, tea and lunch breaks, leave entitlements and reimbursements as set out in the relevant employment agreement;
5. Ensure the new staff member completes any required forms eg. Inland Revenue, personnel records, and sends to the Association as responsible.
6. Provide access to and discuss the requirements of internal policies such as Smoking, e-mail and Internet use, Health and Safety etc; and
7. Explain confidentiality and security standards.

First Week, the person responsible will:

1. Ensure new staff member understands the types, purpose and locations of formal records and other publications;
2. Ensure new staff member has successfully accessed their computer and e-mail;
3. Ensure the staff member has commenced some meaningful work;
4. Ensure the new staff member is comfortable in their physical work environment;
5. Ensure a meeting with some of the team to begin a list of some of the activities that will need to be included in induction; and
6. Organise work calendar as appropriate.

End of First Month, the person responsible will:

1. Review induction programme with new staff member and either sign off or schedule further review.