

Personnel Induction Policy

Rationale:

The Revised Statement of Desirable Objectives and Practices (1998) requires all chartered and licensed early childhood services to ensure that new personnel are effectively inducted. Effective induction procedures enable new personnel to feel welcomed and supported when they begin employment at Small World and to undertake their responsibilities with confidence.

Objectives:

- To ensure that new personnel have a preliminary understanding of their role and responsibilities before officially commencing employment.
- To ensure that new personnel have a preliminary understanding of Small World philosophies and practices, operational systems and team culture before officially commencing employment.
- To ensure that new personnel have had an opportunity to begin forming relationships with children, families and colleagues before officially commencing employment.

Procedures:

- All personnel will be given a copy of their employment contract, a job description and copies of the Small World philosophy statement and 'code of expectations' on appointment.
- Where possible new personnel will be employed 'super-numerary' for one week prior to officially commencing employment to enable them to work alongside the incumbent team member.
- In the new employee's second week, meetings with key colleagues will be organised (meetings will be paid if outside normal working hours) so that shared understandings about philosophies, practices and procedures can be developed.
- Release time and professional support will be organised for new personnel should responsibilities require the development of new skills.
- After commencing employment all personnel will be given an induction pack containing a copy of the Small World 'group contract', the operations manual, a staff phone list, a door code with alarm instructions, a police vet form, a teacher reference form, a copy of the parents' handbook and a uniform.
- One month after employment a meeting will be organised with a member of the management team to review the new employee's induction and to provide the employee with an opportunity to clarify any aspect of their role or responsibilities or operational procedures at Small World.