



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6wc</b>	<b>STAFF INDUCTION</b>
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<b>Applies to:</b>
<b>Specific responsibility:</b>

<b>Version:</b>
<b>Date approved: 9 Sept 2014</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

## POLICY STATEMENT

All new staff members will be provided in a timely manner with access to the Jumbunna policies and procedures and a formal induction into their role to enable them:

- to understand their responsibilities and duties, how Jumbunna operates and what is expected of them
- to settle into their role quickly, perform their duties competently and contribute effectively to the work of the organisation.

## PROCEDURES

The General Manager will be responsible for ensuring that all new staff and volunteers receive a formal induction and orientation to the organisation and their duties.

The General Manager will:

- Tailor the induction program to meet the specific needs of different roles and different individual staff and volunteers, including entry level training, role orientation and immediate training and support needs identified during the recruitment and selection process.
- Prepare induction kits for new staff members and volunteers. The kit will include:
  - organisation background, purpose and philosophy
  - any legal requirements and organisation wide policies e.g. Code of Ethics, WHS policy.
  - an introduction to the terms and conditions of employment (e.g. annual and other forms of leave entitlement)
  - organisational structure
  - expectations (e.g. dress code, use of email, mobile phones etc.)
  - a map of the building with Evacuation Procedures
  - pay procedures and payroll details
  - introduction to key members of staff
  - specific job/role related information
  - overview of line management and reporting procedures

- an introduction to policies and procedures
- induction checklist of items
- All new staff and volunteers will attend an induction program on or near their first day.
- The General Manager will assign a mentor who will help induct the new staff member during the first two weeks of employment. The mentor should provide support, be available to answer questions and give advice, introduce staff, be involved in giving feedback etc.
- The General Manager will follow up the staff member's induction during the first week and month.
- The General Manager will work through the induction checklist for each new staff member and ensure that the new staff member and the appropriate supervisor sign the induction checklist on completion. This should occur within the first month.



## DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Staff Induction	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		