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# Induction Policy

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## INDUCTION

The purpose of induction at torc.CFRC is to ensure that the employee is welcomed into the service and integrated into the staff team. It also ensures that new employees are given the basic information they need to settle into the job and commence work.

According to Armstrong (1999) induction has four aims:

- Smoothing the preliminary stages when everything is likely to be strange and unfamiliar to the new staff member(s)
- Establishing a favourable attitude to the service so that the staff member is more likely to stay.
- Obtaining an effective output from the staff member within a reasonable timeframe
- Reducing the likelihood of the employee leaving or working against the ethos of the service.

Induction usually involves the new employee meeting other employees. It also involves taking time to read written information about the service and the new job.

The induction process is facilitated by using the induction manual and also the policies & procedures of the centre. Most of the induction will be carried out by a senior staff member. However, some elements may be fulfilled by video presentation.

In developing our induction program, we have included the following areas:

- Orientation (organisational) – showing how the employee fits into the team.
- Information about the service such as a mission statement, ethos, values.
- Introduction to the children, parents, management committee and any other appropriate personnel
- Health and Safety such as prevention of accidents, protective clothing, safety rules, nappy changing/toileting, first aid, cleaning and hygiene, health, and safety statement.
- Child protection procedures – reporting, what to do.
- Childcare issues such as curricula, behaviour management, equal opportunities, outings, mealtimes etc.
- Legislative requirements in relation to health and safety, childcare regulations, employment entitlements
- Conditions of employment such as hours of work, breaks, sick pay, maternity leave, parental leave, payment of wages, appraisal system, annual leave, etc.
- Policies and procedures that are essential in relation to personnel, childcare and health and safety.
- Training - including manual handling, first aid, fire equipment, child protection and any other related area that requires training for the new employee to be able to carry out their job.
- General operative procedures for the centre.

This centre will “double team” a new staff member for a period of time, to facilitate their progression into the systems of operation of this centre, particularly in the first 2 weeks of their employment with us and beyond as required.

The centre will also afford an induction manual to the new staff member so that they can revisit the information contained in same. A DVD of any video presentations will also be afforded to all new employees as required.

It should be noted that a lot of the above information exchange & training may be carried out on the job and supported with relevant documentation.

### **Review**

This policy will be reviewed every three years or sooner if required.

Revision No.	Approval Date	Document Reference and Changes Made	Name