

11. INDUCTION OF EMPLOYEES AND VOLUNTEERS

Policy statement

We provide an induction for all employees and volunteers in order to fully brief them about ASK Kindergarten & Clubs (ASK), the families we serve, our policies and procedures, and our curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers;
 - Familiarisation with the building, health and safety, and fire and evacuation procedures;
 - Ensuring our policies and procedures are read and adhered to.
 - Introduction to the parents, especially parents of allocated key children where appropriate;
 - Familiarisation with confidential information in relation to any key children where applicable; and
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks.
- The manager inducts new employees and volunteers. The Registered Provider and owner inducts new managers.
- During the induction period the individual must demonstrate understanding of, and compliance with, policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.