



## Induction Procedures

This outlines the process for the formal induction of new staff and volunteers to the school and kindergarten. The objective of the formal induction programme is to provide an introduction to the school and kindergarten, and information and support that will enable new staff and volunteers to establish productive and positive working relationships as soon as possible.

The induction will cover the following:-

- A background to the principles of Steiner education
- The structure of the Proprietors, School, Kindergarten and Playgroup
- Health and Safety
- Personnel procedures and administration

It is the responsibility of the Board and Proprietors Trust to ensure that such a formal induction takes place for the Principal and Kindergarten Head Teacher respectively. That responsibility is delegated to the Management Team for staff working with them.

As soon as practicable after the employee or volunteer takes up their duties they will meet with the person they report to in order to clarify duties and expectations, discuss goals and determine professional development needs. Agreed goals shall be listed in writing and signed by both parties. Both individuals will also complete the attached induction checklist and ensure that each section is signed off as completed. The completed checklist should be kept on the employee's personnel file.

Signed

 Anna Udde

Date

22/6/2023 Review Date 22/6/2028

## INDUCTION CHECKLIST

Name of new member of staff : \_\_\_\_\_

Date of Appointment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

|  | Yes/No/<br>N/A | Staff<br>initials | Date |
|--|----------------|-------------------|------|
| <b>Tour of school</b>  |                |                   |      |
| Have an introduction to the school, kindergarten, playgroup and office                                   |                |                   |      |
| <b>Introduction to Waldorf Education</b>   |                |                   |      |
| Steiner Education Curriculum Guidelines provided on the principles of Steiner Education                  |                |                   |      |
| <b>Administration</b>  |                |                   |      |
| Ensure employment contract is signed, tax and other payroll information provided, bank deposit slip etc. |                |                   |      |
| Charter of Interactions discussed  |                |                   |      |
| New staff member shown the Policies and Procedures files   |                |                   |      |
| Staff handbook, including contact list and Roles and Responsibilities list provided                      |                |                   |      |
| Member of staff provided with pigeon-hole or in-tray   |                |                   |      |
| Keys and any other equipment provided and noted on key list / register                                   |                |                   |      |
| Staff member provided with email and access to shared files if appropriate                               |                |                   |      |
| Staff member added to phone list (confirm which details can be shared with who) and newsletter list      |                |                   |      |
| Staff member shown relevant systems – eg assessments, reports, appraisals,                               |                |                   |      |
| <b>Health and Safety</b>   |                |                   |      |
| Evacuation plan shown  |                |                   |      |
| Accident book shown  |                |                   |      |
| Daily safety checks and Hazard Register shown  |                |                   |      |