Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

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 Manager 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 _____

Date 16.6.2026 Next Review Date 16.6.2029

INDUCTION CHECKLIST

Name of new member of staff: Date of Appointment:

	Yes/No/ N/A	Staff initials	Date
Tour of school			
Have an introduction to the school, kindergarten, playgroup and office			
Introduction to Waldorf Education			
Steiner Education Curriculum Guidelines provided on the principles of Steiner Education			
Administration			
Ensure employment contract is signed			
New staff details form is completed			
Safety checking form is completed			
Staff health form is completed			
Tax form and kiwi saver form (if applicable)			
Charter of Interactions discussed. Code of Conduct signed and returned.			
New staff member shown the Policies and Procedures (and primary and kindergarten induction material)			
Staff handbook, including contact list and Roles and Responsibilities list provided			
Attendance at College confirmed (paid for staff 50% FTE)			
Member of staff provided with pigeon-hole			
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 email contact lists (staff group)			
Staff member shown relevant systems – e.g. assessments, reports, appraisals.			
Health and Safety			
Evacuation plan shown			
Accident book shown			
Daily safety checks and Hazard Register shown			
Staff member has completed the Physical Restraint course			
Staff member has completed Child Protection training			