

Induction: Welcoming new members to your team

Here are some ideas for you to consider and use when new people join your organisation. They will help new members feel a part of your team and reinforce your organisation's Child-safe Child-friendly policy.

Welcoming new members to your team.

1. Make sure all workers are aware of the new team member's start date and the role they are to undertake.
2. Introduce the new member to the children, young people, parents, and workers in your organisation.
3. Explain your organisation's policy and code of conduct to the new member and give them a copy. You can run an information session on Child-safe Child-friendly policies if several people start at the same time.
4. Explain your procedures for when staff, volunteers, students or kids have a problem or concern. Explain that you are happy to receive complaints as they help you make a better organisation.
5. Explain the importance of behaviour of adults who are role models for kids in the organisation.
6. Explain how kids participate in your organisation and how their participation helps create a Child-safe Child-friendly environment.
7. Make a time soon after their commencement to talk about their experiences and reaffirm their participation.
8. You may want to check for issues that may have arisen during their commencement week.