



nsw commission for  
children & young people

# 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 and 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 and 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 and 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.**

### NSW Commission for Children & Young People

Level 2  
407 Elizabeth Street  
Surry Hills NSW 2010  
Ph: (02) 9286 7276  
Fax: (02) 9286 7267  
TTY: (02) 9286 7268  
E-mail:  
kids@kids.nsw.gov.au  
www.kids.nsw.gov.au

© Copyright Crown in right of the State of New South Wales. All rights reserved. Produced and published by the NSW Commission for Children and Young People.