

## Inductions

<b>Category:</b>	Caring for people	<b>Version:</b>	1
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### Purpose

To provide information on orientation and induction processes to welcome new workers (both paid and unpaid) to Northey Street City Farm.

### Policy

1. The induction program aims to help new workers (paid and un-paid) as well as program participants, integrate into their new environment, become familiar with The Farm and its operations, and feel welcome in our community.
2. The Farm is committed to meeting its occupational health and safety obligations by ensuring that unpaid and paid workers are appropriately inducted to enable them to perform their work in a manner that ensures their wellbeing (and that of others) and protects them from harm.
3. A thorough induction including the designation of a mentor, is important in helping workers feel at ease at The Farm and knowledgeable about the basics such as: collecting tools, using the kitchen, accessing the library and finding the toilet.

### Procedures

1. All new workers will be issued with the Farm Induction Handbook to read and take home if they wish. This handbook includes a statement of shared values and understandings that members agree to, before undertaking activities at The Farm.
2. All new workers at The Farm will be informed of the Policies and Procedures Manual, and all paid workers or volunteers with leadership roles will be requested to peruse the policies (perhaps over a cup of tea or coffee under the mango tree).
3. On day one, volunteers fill in a Volunteer Registration Form. Staff fill out an employment contract specific to their role.
4. Volunteer workers will be encouraged to attend the weekly Farm tour and the monthly volunteer induction program. New staff will be guided through the formal Staff Induction Checklist.
5. Where a new worker requires personal support (social, emotional, physical) or literacy support to read the induction booklet, this will be provided directly where possible through a mentor, or by a support group.
6. The induction and orientation program is coordinated by the Community Engagement Officer, and run directly or through another Farm worker.
7. For full details and checklists, please refer to the Farm Induction Handbook, available from the office.

