

### **Principle**

Staff induction is a way in which new staff members can be given instruction in the working routines that are active in the work place, Gaining a greater knowledge and understanding of their job role and duties within Fun 4U Club; in addition information on health & safety, Fire prevention, evacuation, and information about firefighting equipment.

### **Statement of intent**

Fun 4U Club believes

- That each staff member should be given a guided tour of the premises/outdoor play areas.
- Staff should be talked through the normal day to day routine in Fun 4U Club.
- New staff members should, where possible, be introduced to existing employee's that they will be working with.
- Staff should be given every opportunity to ask questions about there working environment and clarify all areas of uncertainty before taking up there post.

### **Procedure**

- All staff members will be given a contract or employment which will be signed by them.
- A job description will be issued to each staff member in accordance with their duties.
- The manger will discuss each employee's duties; they will be introduced to all areas of the premises relating to their duties.
- A copy of our policies and procedures will be provided to each new employee with a list of polices that specifically relate to the employee's post with the request that they read these through thoroughly and familiarise themselves with them.
- The manger will talk them through the key policies eg. (Fire evacuation, Accident prevention & Safety, Arrival & departures etc.)
- The location of fire extinguishers and written instruction in there use and application will be given.
- Each staff member will be given a key to their designated locker for their personal belongings, we strongly recommend that their locker is used at all times.
- Each member of staff will be given the access code to the front door and asked to memorize this, under no circumstances is this code to be written down.