



INDUCTION AND ORIENTATION POLICY

New Employees
Visiting Personnel
Volunteers
Students
Interns

POLICY STATEMENT

LIVEfree Church INDUCTION PROCESS will ensure that all NEW PERSONAL, VOLUNTEERS are provided with a thorough INDUCTION to the church, along with an overview of any relevant HEALTH and SAFETY requirements, CODES of PRACTICE and any other OPERATING requirements.

It is the RESPONSIBILITY of Ministry Leaders / Day Staff to ensure that all new personnel are provided with the necessary INFORMATION and GUIDANCE so they can perform their role SAFELY and effectively and feel welcome to the LIVEfree Church.

At the conclusion of the INDUCTION PROCESS, the intended aim is that new personnel will have a genuine sound understanding of:

- Personnel know their role within LIVEfree Church
- Personnel know requirements of their position as outlined in Position Description document
- Personnel know the conditions of their employment, as outlined in the employment contract and any other relevant guidelines and procedures.
- Ministry Leaders / Day Staff have a responsibility for overseeing and guiding the work of all new personnel and will ensure that the following occurs:
 - Personnel have signed appointment documentation and the position description, confirming acceptance of the terms and conditions of employment offered prior to commencement of employment.
 - Personnel are given the opportunity to become acquainted with and discuss any issues relating to the terms and conditions of employment. Personnel must be given instruction on how to access to all relevant policies including any Code of Conduct.
 - An overview is given of occupational health and safety issues, rules and procedures.

- Personnel are introduced to the Treasurer to arrange the method of payment of salaries, any payroll deductions and the completion of the necessary forms.
- Personnel are given a tour of their work environment and shown the amenities, fire exits, and other important locations.
- Personnel have a clear understanding of the level of performance expected of them.
- Personnel know where, what time and to whom they are to report.
- Book a time for your walk through induction on site by emailing enquiries@livefreechurch.com.au