**Induction Employees –Admin Staff**

If possible, all new staff should arrange to spend time at the Service before officially starting employment.

Give new staff member a copy of this document, and file original completed and signed document in their personal file.

| **Time** | **Activity** | **NS/RL Initials** | **Staff Initials** |
| --- | --- | --- | --- |
| **Day 1 or earlier**Nominated Supervisor/admin manager | uses position description give clear instructions/expectations about duties/responsibilities and how performance will be reviewed |  |  |
| discusses arrangements/timing of staff meetings and expectations about attendance including staff in-service training |  |  |
| discuss expectations about presentation of service and specific responsibilities |  |  |
| advises workplace policies and procedures including:* Uniform or dress code
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| * Procedure if employee is running late or sick (including contact details)
 |  |  |
| * Procedure for applying for leave
 |  |  |
| * Rules regarding personal calls, visitors and/or use of social media/technology at work
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| * Bullying, harassment and anti-discrimination policies
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| * Complaints policy/procedure
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| * CCTV policy/procedure
 |  |  |
| advises payment method, first pay date and how payslips are distributed |  |  |
| advises what must never happen eg use personal phone or camera in room, stand around not interacting with children, ignore a parent, discuss the service in negative way, or discuss a child with other families |  |  |
| **Day 1**admin manager /Nominated Supervisor | Takes employee on tour of service and shows:* kitchen/meal, toilet facilities, staffroom/programming room and where to store personal items
 |  |  |
| * location of resources (eg craft supplies) and equipment
 |  |  |
| * location of policies, procedures, code of conduct, philosophy, Law and Regs, NQS, EYLF/MTOP and how to access these electronically
 |  |  |
| * location of blank/original forms eg Incident forms, Curriculum Sheets and process for refilling supplies
 |  |  |
| * location of fire extinguishers, fire blankets, emergency whistle, alarm etc and how to use these
 |  |  |
| * location of first aid kits, emergency asthma kits and Epi-pens
 |  |  |
| * where children’s medication is stored
 |  |  |
| * location of hazardous substances including cleaning products and disinfectants and Material Safety Data Sheets and need to ensure children can’t access
 |  |  |
| * location of food/bottles/water cups
 |  |  |
| * location of storerooms
 |  |  |
| * location of children’s portfolios
 |  |  |
| * location of children’s lockers/pockets
 |  |  |
| * where to sign on and off
 |  |  |
| * staff mail pockets, lockers and/or communication journals if relevant
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| * where parents sign in/out
 |  |  |
| * location of parent noticeboard and library (advise also communication arrangements with families eg newsletters)
 |  |  |
| * location evacuation diagram and emergency phone numbers
 |  |  |
| * location of enrolment applications/packages and discusses relevant information eg enrolment fee and enrolment procedures
 |  |  |
| * location of electricity fuse box, gas and water mains
 |  |  |
| introduces employee to all staff  |  |  |
| advises employee management structure/reporting relationships and who they will work with/report to  |  |  |
| advises employee who they will supervise and who their direct reports are if appropriate |  |  |
| advises employee about mentoring arrangements if relevant |  |  |
| advises employee who is qualified in first aid, asthma and anaphylaxis management |  |  |
| discusses rosters, including employee’s responsibilities, and meal breaks  |  |  |
| **Week 1**Nominated Supervisor/ admin manager | displays employee photo for families |  |  |
| introduces employee to families as children arrive and depart  |  |  |
| discusses expectations for greeting children and families eg greet by name, and level of customer service |  |  |
| discusses incident, injury, trauma and illness procedures, forms and Register with employee and responsibilities |  |  |
| discusses service rules with employee (eg no running inside)  |  |  |
| discusses child protection procedure, indicators and responsibilities with employee |  |  |
| discusses administration of medication procedures, forms and Register with employee and responsibilities |  |  |
| discusses procedures and responsibilities for managing: * fee payments and CCS/ACCS
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| * debts
 |  |  |
| * bond refunds
 |  |  |
| * credit card reconciliations
 |  |  |
| * account statements and receipts
 |  |  |
| * banking and financial/management reporting
 |  |  |
| * payment of staff wages
 |  |  |
| discusses procedures, forms, Registers and responsibilities in relation to: * Child Protection Clearances
 |  |  |
| * Staff records (Educator Register - including responsibility for ensuring staff records complete)
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| * Complaints
 |  |  |
| * Responsible Person
 |  |  |
| * WHS
 |  |  |
| * Children’s Immunisation
 |  |  |
| * Administration of Medication
 |  |  |
| * Incidents
 |  |  |
| * Hazardous Substances
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| * Building and Equipment Maintenance
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| * Manual Handling and lifting techniques that minimise risk of injury – refer to position description
 |  |  |
| discusses general administration requirements and responsibilities eg meeting minutes, suppliers, filing records |  |  |
| discusses responsibilities for maintaining policies and procedures |  |  |
| discusses responsibilities for updating information that must be displayed in foyer |  |  |
| discusses responsibilities for ensuring required authorisations are held eg excursion, collection of children, photography |  |  |
| Employee | reads service policies, procedures, philosophy and code of conduct and has opportunity to seek further information or clarification. Employee understands bullying, harassment and discrimination is illegal and importance of professional relationships |  |  |
| Employee acknowledges in writing using ‘Staff Acknowledgements and Agreements’ template:* that they have read and understood policies, procedures, code of conduct
 |  |  |
| * that they have read and understand the Child Protection Policy and their responsibilities
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| * that they have read and understood requirements of children with medical management plans and staff immunisation recommendations
 |  |  |
| * they will not access private or confidential information unless required for job, they will not share it outside the service and will store it appropriately
 |  |  |
| * they may be excluded with no pay for a period during infectious outbreak if not fully immunised
 |  |  |
| * there are no medical conditions which could affect ability to perform job
 |  |  |
| * they have been advised about recommended immunisations for staff and risks if not immunised
 |  |  |
| **Week 2**Nominated Supervisor/ admin manager | shows employee how to operate essential equipment eg photocopier, databases, tracking systems |  |  |
| discusses opening and closing (unlocking/locking up) procedures if appropriate  |  |  |
| discusses processes (eg diary notes) and responsibilities for ensuring children’s information is current eg immunisation, medical plans, emergency contacts |  |  |
| discusses communication arrangements with families eg newsletter, and responsibilities for communication and parent library |  |  |
| discusses specific medical management plans and risk minimisation plans and location, including allergy and anaphylaxis information and special food requirements/practices, and how records are managed |  |  |
| discusses the process and responsibilities for following up enrolment and other enquiries |  |  |
| discusses family law/parenting orders with employee |  |  |
| provides employee with copy of Immunisation Policy and discusses staff immunisation recommendations. Updates Immunisation Register if needed  |  |  |
| discusses Infectious Diseases Policy and procedures for children who become unwell at service or arrive unwell |  |  |
| discusses requirement to wear disposable gloves if may touch body fluids |  |  |
| discusses emergency response procedures including evacuation plan and meeting points and ensures employee understands their role |  |  |
| discusses transport policy and procedures eg authorisations required, car park safety, risk management measures |  |  |
| **Week 3**Nominated Supervisor/ admin manager | discusses process for family and staff input into Quality Improvement Plan |  |  |
| discusses Tobacco, Drug and Alcohol Policy with employee |  |  |
| discusses behaviour management strategies and responsibilities for stopping a child immediately where they may hurt another child, use inappropriate language or destroy equipment |  |  |
| **Week 4**Nominated Supervisor/ Room Leader | discusses Photography Policy with employee |  |  |
| discusses Social Media Policy with employee |  |  |
| **Week 5**Nominated Supervisor/ Room Leader | discusses how to assess and manage risk |  |  |
| Reviews relevant policies, procedures and practices listed below: Insert Policy and Procedure names\* |  |  |
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| **Week 6**Nominated Supervisor/ Room Leader | Reviews relevant policies, procedures and practices listed below: Insert Policy and Procedure names\* |  |  |
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| **Week 7**Nominated Supervisor/ Room Leader | Reviews relevant policies, procedures and practices listed below: Insert Policy and Procedure names\* |  |  |
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| **Week 8**Nominated Supervisor/ Room Leader | Reviews relevant policies, procedures and practices listed below: Insert Policy and Procedure names\* |  |  |
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| completes performance review, discusses training needs and records on training plan |  |  |

\* Observe new employee’s practices and review policies and procedures you think need to be reinforced.

The Induction program was successfully completed by <Insert Employee’s name> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on / / .

Signed by employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Nominated Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_