**Induction Employees – Kitchen 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
 |  |  |
| * 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
 |  |  |
| * Bullying, harassment and anti-discrimination policies
 |  |  |
| * Complaints policy/procedure
 |  |  |
| * 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, ignore a parent, discuss the service in negative way, or discuss a child with other families |  |  |
| **Day 1**Room Leader/Nominated Supervisor | Takes employee on tour of service and shows:* kitchen/meal, toilet facilities, staffroom and where to store personal items
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| * location of resources and equipment
 |  |  |
| * location of policies, procedures, code of conduct, philosophy, Law and Regs, NQS, and how to access these electronically
 |  |  |
| * 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, including fridge for medicine that must be refrigerated
 |  |  |
| * 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 and storage practices to reduce risk of injury
 |  |  |
| * where to sign on and off
 |  |  |
| * staff mail pockets, lockers and/or communication journals if relevant
 |  |  |
| * location evacuation diagram and emergency phone numbers
 |  |  |
| * 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 who is qualified in first aid, asthma and anaphylaxis management |  |  |
| discusses rosters, including employee’s responsibilities, and meal breaks  |  |  |
| discusses specific medical management plans and risk minimisation plans and location, including allergy and anaphylaxis information and special food requirements/practices, and location of plans |  |  |
| discusses children’s cultural or religious food requirements |  |  |
| **Week 1**Nominated Supervisor/ Room Leader | displays employee photo for families |  |  |
| introduces employee to families as children arrive and depart  |  |  |
| discusses planning weekly menu that complies with the Australian Dietary Guidelines 2013 or the Infant Feeding Guidelines 2012, including shopping responsibilities |  |  |
| discusses food safety practices and requirements for handling, preparing and storing food, including in fridge - refer to position description |  |  |
| discusses written monitoring arrangements to ensure food safe eg fridge checks, temperature checks |  |  |
| discusses relevant WHS practices eg manual handling and lifting techniques that minimise risk of injury – refer to position description |  |  |
| discusses other relevant kitchen duties/routines including cleaning requirements |  |  |
| discusses child protection procedure, indicators and responsibilities with employee |  |  |
| provides employee with copy of Immunisation Policy and discusses staff immunisation recommendations. Updates Immunisation Register if needed |  |  |
| discusses procedures, forms, and responsibilities in relation to: * Complaints
 |  |  |
| * WHS
 |  |  |
| * Hazardous Substances
 |  |  |
| * Building and Equipment Maintenance
 |  |  |
| 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
 |  |  |
| * 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/ Room Leader | shows employee how to operate essential equipment eg oven, microwave |  |  |
| discusses opening and closing (unlocking/locking up) procedures if appropriate  |  |  |
| discusses service rules with employee (eg no running inside) |  |  |
| discusses emergency evacuation plan including meeting points and ensures employee understands their role |  |  |
| discusses requirement to wear disposable gloves if may touch body fluids |  |  |
| discusses transport policy and procedures eg car park safety, relevant risk management measures |  |  |
| **Week 3**Nominated Supervisor/ Room Leader | discusses process for 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_