**Induction Employees – Relief Staff, Volunteers and Students**

Tailor to suit time staff/volunteers/students spending at service and how familiar they are with the service practices, layout etc.

Following is based on staff/volunteers spending 1 day at service

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

| **Activity** | **NS/RL Initials** | **Staff Initials** |
| --- | --- | --- |
| **Job** |  |  |
| use position description give clear instructions/expectations about duties/responsibilities |  |  |
| **Policies and Procedures – Discuss with staff member/volunteer** |  |  |
| Bullying, harassment and anti-discrimination policy ( these things illegal and not tolerated) |  |  |
| Complaints policy/procedure |  |  |
| CCTV Policy/procedure |  |  |
| Toileting (accidents) and handwashing procedures |  |  |
| Delivery and collection of children procedure including to and from school |  |  |
| Incident, injury, trauma and illness procedures |  |  |
| Cleaning and hygiene procedures eg cleaning spills of bodily fluids, risks of exposure to these fluids, requirement to wear disposable gloves and what to do if accidentally exposed, kitchen and laundry procedures |  |  |
| Workplace injury reporting procedures |  |  |
| Child protection policy/procedure and indicators |  |  |
| Transport Policy and procedures including authorisations required, risk assessments and risk management measures |  |  |
| Administration of medication procedures |  |  |
| Infectious Diseases Policy and procedures for children who become unwell or arrive unwell |  |  |
| Emergency response procedures including evacuation plan and meeting points |  |  |
| Sun safety and water safety procedures |  |  |
| Tobacco, Drug and Alcohol Policy |  |  |
| Behaviour management strategies, responsibilities for stopping a child immediately where they may hurt another child, use inappropriate language or destroy equipment |  |  |
| Immunisation Policy and immunisation recommendations for staff (provide copy) and update immunisation register |  |  |
| Photography Policy |  |  |
| Social Media and Technology Usage Policy including rules about personal calls |  |  |
| Privacy and Confidentiality Policy |  |  |
| Code of conduct |  |  |
| Advise what must never happen eg leave children alone, 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 |  |  |
| Employee/volunteer acknowledges in writing using ‘Staff Acknowledgements and Agreements’ template they:   * understand child protection requirements * will not access private or confidential information unless required for job, they will not share it outside the service and will store it appropriately * understand requirements of children with medical management plans * have been advised about recommended immunisations * have read and understood policies, procedures on this checklist, code of conduct |  |  |
| **Getting to know service, children and families** |  |  |
| Take employee on tour of service and show location of: |  |  |
| * Kitchen/meal, toilet facilities, staffroom, where to store personal items |  |  |
| * Resources (eg craft supplies) and equipment |  |  |
| * Policies, procedures, code of conduct, philosophy, Law and Regs, NQS, EYLF/MTOP and how to access these electronically |  |  |
| * Blank/original forms eg Incident forms, Curriculum Sheets |  |  |
| * Fire extinguishers, fire blankets etc and how to use these |  |  |
| * First aid kits, emergency asthma kits and Epi-pens |  |  |
| * Children’s medication |  |  |
| * Hazardous substances including cleaning products/disinfectants and Material Safety Data Sheets |  |  |
| * Emergency whistle, alarm |  |  |
| * Food/bottles/water cups |  |  |
| * Storerooms |  |  |
| * Children’s lockers/pockets |  |  |
| * Sign on and off sheet |  |  |
| * Evacuation diagram and emergency phone numbers |  |  |
| Introduce person to all staff, families and children |  |  |
| Advise person who they will work with/report to |  |  |
| Discuss meal breaks |  |  |
| Advise payment method, first pay date and how payslips are distributed |  |  |
| Shows employee how to operate essential equipment eg microwave, bottle warmer, washing machine/dryer |  |  |
| Advise ratio requirements |  |  |
| Discuss room routines and show where this is displayed |  |  |
| Discuss specific medical management plans and risk minimisation plans and location, including allergy and anaphylaxis information and special food requirements/practices |  |  |
| Discuss family law/parenting orders |  |  |
| Discuss supervision plan/diagrams, and supervision requirements including during transitions |  |  |

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

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

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