**Induction Employees –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 |  |  |
| 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
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| * Bullying, harassment and anti-discrimination policies
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| * Complaints policy/procedure
 |  |  |
| * CCTV Policy/procedure
 |  |  |
| arranges for new Nominated Supervisor and Person in day to day charge to accept position in writing (if relevant) |  |  |
| notifies ACECQA of new Nominated Supervisor (if relevant) |  |  |
| advises payment method, first pay date and how payslips are distributed |  |  |
| advises 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 | acknowledges in writing using ‘Staff Acknowledgements and Agreements’ template:* they understand child protection requirements
* 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
* they understand food safety procedures (food preparation staff only)
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| **Day 1**Room Leader/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
 |  |  |
| * location of fire extinguishers, fire blankets etc and how to use these
 |  |  |
| * location of first aid kits, emergency asthma kits and Epi-pens
 |  |  |
| * where children’s medication is stored and need to ensure children can’t access
 |  |  |
| * location of hazardous substances including cleaning products and disinfectants and Material Safety Data Sheets and need to ensure children can’t access
 |  |  |
| * location of emergency whistle, alarm
 |  |  |
| * location of food/bottles/water cups
 |  |  |
| * location of storerooms and storage practices to reduce risk of injury
 |  |  |
| * bed/sheet storage arrangements
 |  |  |
| * location of children’s learning documentation and portfolios
 |  |  |
| * location of children’s lockers/pockets
 |  |  |
| * where to sign on and off
 |  |  |
| * staff mail pockets, lockers and/or communication journals if relevant
 |  |  |
| * 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 electricity fuse box, gas and water mains
 |  |  |
| introduces employee to all staff, families and children  |  |  |
| 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 |  |  |
| advises employee staff who have WHS/OHS responsibilities |  |  |
| discusses rosters, meal breaks and non-contact (programming time) |  |  |
| shows employee how to operate essential equipment eg microwave, bottle warmer, washing machine/dryer |  |  |
| discusses opening and closing (unlocking/locking up) procedures if appropriate  |  |  |
| provides employee with copy of Immunisation Policy, discusses staff immunisation recommendations and employee signs acknowledgement of advice using ‘Staff Acknowledgements and Agreements’ template. Updates Immunisation Register if needed |  |  |
| discusses nappy changing, toileting and handwashing procedures with employee |  |  |
| discusses delivery and collection of children procedure with employee |  |  |
| discusses family law/parenting orders with employee |  |  |
| advises ratio requirements |  |  |
| Room Leader | discusses room routines with employee and shows where these are displayed |  |  |
| **Day 2** Nominated Supervisor/ Room Leader | discusses expectations about appearance of service and how cleaning duties are implemented, rostered/shared and signed off including:* laundry duties/routines
* kitchen duties/routines
* spills
 |  |  |
| discusses specific medical management plans and risk minimisation plans and location, including allergy and anaphylaxis information and special food requirements/practices. Organise training where required in administration of Epipen and asthma inhalers. |  |  |
| shows person location of emergency equipment and how to operate it eg fire extinguisher, fire blanket |  |  |
| Employee | Acknowledges in writing using ‘Staff Acknowledgements and Agreements’ template they understand requirements of children with medical management plans |  |  |
| **Week 1**Nominated Supervisor/ Room Leader | 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, get down low to child’s level |  |  |
| discusses incident, injury, trauma and illness procedures and forms with employee |  |  |
| discusses procedures for cleaning up spills of bodily fluids, risks of exposure to these fluids, and what to do if accidentally exposed |  |  |
| discusses procedures for reporting workplace injury |  |  |
| discusses service rules with employee (eg no running inside)  |  |  |
| discusses child protection procedure and indicators with employee |  |  |
| discusses transport policy and procedures |  |  |
| discusses administration of medication procedures and forms with employee |  |  |
| discusses supervision plan/diagrams, and supervision requirements including during transitions |  |  |
| discusses relevant WHS practices including manual handling and lifting techniques that minimise risk of injury  |  |  |
| discusses procedure for managing and reporting broken resources and equipment and other hazards |  |  |
| Room Leader/ Educational Leader | discusses curriculum planning with employee |  |  |
| discusses critical reflection with employee (if appropriate at this stage) |  |  |
| 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 |  |  |
| **Week 2**Nominated Supervisor/ Room Leader | discusses promotion of healthy eating and food, nutrition and beverage policy |  |  |
| discusses storage and care of furniture and equipment |  |  |
| discusses Immunisation Policy and requirements for children |  |  |
| 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 attachment theory and Circle of Security practices and how to build relationships with children (sit and talk to child) |  |  |
| discusses daily safety check procedure and employee’s involvement |  |  |
| discusses excursion and regular outing procedures/requirements |  |  |
| **Week 3**Nominated Supervisor/ Room Leader | discusses inclusion support and assistance required for additional needs children (if relevant) |  |  |
| discusses process for family and staff input into Quality Improvement Plan |  |  |
| discusses sun safety and water safety procedures with employee |  |  |
| discusses Tobacco, Drug and Alcohol Policy with employee |  |  |
| discusses behaviour management strategies, process for managing challenging behaviour including who will discuss with families, 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 Sleep, Rest, Relaxation and Clothing Policy with employee |  |  |
| discusses Photography Policy with employee |  |  |
| discusses Social Media and Technology Usage Policy with employee |  |  |
| discusses the assessment and rating process and provides employee with access to the assessment and rating guide and assessment and rating instrument |  |  |
| **Week 5**Nominated Supervisor/ Room Leader | Reviews relevant policies and procedures listed below: Insert Policy and Procedure names\*  |  |  |
| discusses how to assess and manage risk |  |  |
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| **Week 6**Nominated Supervisor/ Room Leader | Reviews relevant policies and procedures listed below: Insert Policy and Procedure names\* |  |  |
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| **Week 7**Nominated Supervisor/ Room Leader | Reviews relevant policies and procedures listed below: Insert Policy and Procedure names\* |  |  |
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| **Week 8**Nominated Supervisor/ Room Leader | Reviews relevant policies and procedures listed below: Insert Policy and Procedure names\* |  |  |
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| completes performance review, discusses training needs and records on training plan |  |  |
| for new room leaders, reviews aspects of expected duties preferably using documented checklist |  |  |

\* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_