
ARANDA AFTERS ASSOCIATION INCORPORATED



STAFF INDUCTION

Implemented	Updated/Reviewed	Next Review Due By
August 2016		August 2017

Staff Orientation /Induction Procedure

New Staff Member's Name:	Commencement Date:
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If possible, all new staff should arrange to spend time at the Service before officially commencing their employment. The Director shall implement the following Induction Plan.

The new staff member is given a copy of this document, and the completed signed document is kept in their file.

Indicative Timeframe	Activity	New Staff Initials	Supervisor Initials
Prior to commencement of duty Person Responsible: Director or Assistant Director	<i>For all new employees. New employee provides:</i>		
	◦ Copy of WWVP Card (or application receipt);		
	◦ Signed copy of Confidentiality Agreement;		
	◦ Signed copy of relevant educator agreement;		
	◦ Completed staff Information sheet;		
	◦ Bank account details for deposit of salary;		
	◦ Contact details (including emergency contact details);		
	◦ Completed Tax File Number Declaration Form;		
	◦ Completed Superannuation Choice Form; and		
	◦ Information on health or medical needs which may require special treatment during an emergency.		
	◦ Copies of relevant qualifications and Supervisor's Certificate (if applicable).		
	<i>For contracted employees. New employee provides:</i>		
	◦ Signed copy of contract by date required.		
	<i>ACECQA advised (if relevant) of:</i>		
	◦ New Nominated Supervisor details.		
<i>New employee advised of workplace procedures, including:</i>			
◦ Uniform or dress code;			
◦ How to complete timesheets and where they are located;			
◦ Payment method including the first pay date and how payslips are distributed;			
◦ Performance expectations and when and how performance will be reviewed.			
◦ Procedure if employee is running late or sick (including contact details);			
◦ Procedure for informing the service if they are unable to work a rostered shift;			
◦ Where to access to Staff Roles and Responsibilities;			

	<ul style="list-style-type: none"> ◦ Child Protection Policy and mandatory reporting requirements; and ◦ Where to access Aranda Afters policies; ◦ Where to access information on grievance guidelines/procedures; ◦ Where to access Children’s Services Award; ◦ Where to access MTOP; NQS; National Law and Regulations. ◦ How to connect with the Aranda Afters Facebook page. ◦ Providing a contact number for addition to the service mobile. ◦ Things are not to occur at work, such as: <ul style="list-style-type: none"> ◊ leaving children alone in an area of service operation; ◊ using personal phones or cameras while on duty; ◊ using private social media at work; ◊ ignoring a parent or unidentified person; ◊ not actively supervising/interacting with children; ◊ discussing the service in negative way; or ◊ discussing a child with other families. 		
	<p>For contracted employees:</p> <ul style="list-style-type: none"> ◦ Leave entitlements and how to apply for leave; ◦ Discussion re organising First Aid and other required training. 		
<p>Induction Shift (above ratio)</p> <p>Person Responsible:</p> <p>Director or Assistant Director</p>	<p>Employee tour of service, including:</p> <ul style="list-style-type: none"> ◦ Introducing new employee to staff; ◦ Where to sign on/off (including reminder about how to complete timesheets); ◦ Providing information on rostering arrangements; ◦ Providing information on ratio requirements: ◦ Location of evacuation diagrams and emergency phone numbers; ◦ Emergency evacuation plan including meeting point(s); ◦ Location of fire extinguishers; ◦ Where children’s medication is stored; ◦ Location of first aid kits, emergency asthma kits, Epi-pens; and medical plans for children (including allergies, anaphylaxis information and special food requirements/practices); ◦ Who is qualified in first aid, asthma and anaphylaxis management; ◦ Kitchen, toilet facilities, and where to store personal items; ◦ Location of resources (eg: craft supplies) and sports equipment; ◦ Where parents sign in/out; ◦ Location of parent information folder; ◦ Who they will work with and to whom they report; and ◦ AMA Induction 		

	<ul style="list-style-type: none"> ◦ Mentoring arrangements (if relevant). 		
First shift Person Responsible: Director or Assistant Director	<p>Review of information/details provided during induction shift</p> <p>Provision of information, including:</p> <ul style="list-style-type: none"> ◦ Daily routines; ◦ Program evaluation and critical reflection processes; ◦ Expectations for greeting children and families; ◦ Behaviour guidance processes; ◦ Service rules (eg: no running inside); ◦ Supervision requirements – including during transitions; ◦ Handwashing and toileting procedures; ◦ Incident, Illness, Injury and Trauma Policy and Incident Report forms and requirements; ◦ Infectious Diseases Policy and procedures for children who become unwell at service or are brought to service unwell; ◦ Staff meetings and attendance expectations; ◦ Delivery/roll marking and collection of children procedure; ◦ Expectations about appearance and presentation of service; ◦ Cleaning duties (as required and during school holiday program operation). 		
Week 1 Person Responsible: Director or delegate	<ul style="list-style-type: none"> ◦ Discuss inclusion support and assistance required for additional needs children (as appropriate). <p>Review relevant sections of the Code of Conduct and Staff Roles and Responsibilities, including:</p> <ul style="list-style-type: none"> ◦ Expectations appropriate to their level of employment; and ◦ Social Media Policy and Technology Usage. 		
Week 2 Person Responsible: Director or delegate	<p>Review behaviour management strategies, including:</p> <ul style="list-style-type: none"> ◦ Processes for managing challenging behaviour including who will discuss with families; and ◦ Responsibility for stopping a child immediately in a situation where they may hurt another child, use inappropriate language or destroy equipment. ◦ Review Privacy and Confidentiality Policy. ◦ Discuss storage and care of furniture and equipment. ◦ Staff member acknowledges they have read, and understood, the key service policies outlined on the Aranda Afters website – “Work @ Afters” page. 		

<p>Week 3</p> <p><i>Person Responsible:</i></p> <p><i>Director or delegate</i></p>	<ul style="list-style-type: none"> ◦ Review Code of Conduct, to ensure an understanding that bullying, harassment and discrimination is illegal. ◦ Discuss expectation of professional communication and interactions with educators. ◦ Discuss daily safety check procedure and employee's involvement. ◦ Discuss how to correctly use specific pieces of equipment (if relevant). ◦ Discuss management structure/reporting relationships with employee. ◦ Review process for family and staff input into Quality Improvement Plan (QIP). 		
<p>Week 4</p> <p><i>Person Responsible:</i></p> <p><i>Director or delegate</i></p>	<ul style="list-style-type: none"> ◦ Review grievance procedures and Suggestions and Complaints Policy. ◦ Discuss communication plan with families (eg: newsletters) ◦ Review emergency evacuation procedures and ensure employee understands their role. 		
<p>Week 5</p> <p><i>Person Responsible:</i></p> <p><i>Director or delegate</i></p>	<ul style="list-style-type: none"> ◦ Discuss the assessment and rating process and provide employee access to the assessment and rating guide and assessment and rating instrument. ◦ Discuss the role of Children's Education and Care Assurance (CECA). ◦ Discuss training needs/requirements. 		
<p>Week 6</p> <p><i>Person Responsible:</i></p> <p><i>Director or delegate</i></p>	<ul style="list-style-type: none"> ◦ Discussion re progress and satisfaction as a new employee. ◦ Feedback on job performance to date. ◦ Overview of staff performance appraisal process. ◦ Discussion about induction process. ◦ Learn to mark rolls and Qjk Kids Kiosk ◦ Learn to add staff to Kiosk 		

Induction program successfully completed by on / /

Signed by:

Employee: Date / /

Director: Date / /