

C-3 Staff Orientation and Induction

National Quality Standards (NQS)

2.2.3	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1.1	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

Reg. 145	Staff Record
Reg. 147	Staff members
Reg. 155	Interactions with children
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available

Policy Statement

Staff orientation is an important process to ensure staff are fully equipped to carry out their duties in the best possible way. An orientation process will be developed and carried out for all employees of the service. This will provide them with a clear understanding about the service and its operations, and what is expected of them at the service.

Related Policies

- Allergies Policy
- Anaphylaxis Management Policy
- Arrivals and Departures Policy
- Asthma Management Policy
- Child Management / Behaviour Guidance Policy
- Child Protection Policy
- Communication Policy

- Conditions of Employment Policy
- Daily Routines Policy
- Dealing with Medical Conditions Policy
- Diabetes Management Policy
- Disciplinary Action Policy
- Emergency Procedures Policy
- Exclusion for Unacceptable Behaviour Policy
- First Aid Policy
- Food and Nutrition Policy
- Grievance Procedure Policy
- Hazardous Materials Policy
- Hygiene Policy
- Illness and Infectious Diseases Policy
- Interactions with Children Policy
- Maintenance of Records Policy
- Management of Incident, Injury and Trauma Policy
- Policy Development and Review Policy
- Privacy and Confidentiality Policy
- Professional Development Policy
- Relief Staff Policy
- Role of Management Committee Policy
- Staff / Child Ratios Policy
- Staff Professionalism and Code of Conduct Policy
- Staff Review and Appraisal Policy
- Supervision Policy
- Volunteers/students/visitors Policy
- Work Health and Safety Policy

Procedure

A member of the Management Committee, the Director, or a Responsible Person will conduct the orientation process as soon as possible, after the applicant has accepted the position.

The orientation process will include:

- Introduction to existing staff, Management, and key staff members of the school
- Guided tour of the service, including emergency and evacuation plans, first aid kits, medication storage, allergy information etc.
- Being shown where all relevant records are kept, including where to access the service policy folder
- Discussion about working arrangements and expectations, including professional code of conduct and duty of care
- Information about the review and appraisal system
- Opportunity to ask any questions regarding the service or expectations

The new staff member will be provided with an Induction Package which includes the following information:

- Centre Operation Hours
- The service philosophy and relevant policies
- Staff handbook and the Parent Handbook
- Job description
- Emergency procedure duties
- List of current staff and Management and their positions
- Terms and conditions of employment
- Access to the Children’s Services Award 2010
- Grievance Procedures Policy
- Superannuation information and forms if needed
- Taxation forms
- Probation period and review
- Appropriate lines of communication with staff and Management

After a period of one month the staff member will sit down with the Director or Responsible Person to address any further issues or questions they may have once they have worked at the service. A further follow up discussion will take place after 3 months.

All staff will be informed of their responsibilities as a Mandatory Reporter as part of their orientation and induction process. This will involve discussion regarding their current understanding, resources available to them and access to Child Protection training. Information related to sexual grooming will also be provided upon orientation to ensure that staff are fully aware of the signs and limits related to appropriately interacting with children.

Sources

- Children Services Award 2010
- Education and Care Services National Regulations 2011
- Fair Work Act 2009
- National Employment Standards (NES)
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Privacy Act 1988

Date Endorsed: 3/8/2022

Date of Review: 3/8/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202208	- Updated NQS - Updated National Regulations - Minor wording change	Staff	



	- Updated Related Policies		
v.2.201906	- Updated links to NQS, National Regulations - Added paragraph on discussion around Mandatory Reporting and grooming	Staff Staff	