

C-3 Staff Orientation and Induction

NQS

QA. 2.2.3	Child protection.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1.1	Service philosophy.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 145	Staff record
Reg. 147	Staff members
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available

Policy Statement

We aim to ensure there is an effective process in place to enable staff to be fully equipped to carry out their duties in the best possible way. An orientation and induction process will be developed and carried out for all employees in the Centre, providing them with a clear understanding about the service and its operations and what is expected of them within the Centre.

Related Policies

- Concord OSHC Policy A-3: Philosophy
- Concord OSHC Policy A-12: Policy Development and Review
- Concord OSHC Policy A-15: Role of Management Committee
- Concord OSHC Policy A-17: Privacy and Confidentiality
- Concord OSHC Policy C-2: Conditions of Employment
- Concord OSHC Policy C-4: Staff Professionalism
- Concord OSHC Policy C-5: Professional Development
- Concord OSHC Policy C-6: Staff Review and Appraisal
- Concord OSHC Policy C-7: Grievance Procedures
- Concord OSHC Policy C-8: Disciplinary Action

- Concord OSHC Policy C-9: Relief Staff
- Concord OSHC Policy C-10: Volunteers/Students/Visitors
- Concord OSHC Policy C-12: Communication
- Concord OSHC Policy C-13: Interactions with Children
- Concord OSHC Policy C-14: Reportable Conduct
- Concord OSHC Policy D-1: Dealing with Medical Conditions
- Concord OSHC Policy D-9: Emergency Procedures
- Concord OSHC Policy D-22: Child Protection
- Concord OSHC Policy D-23: Child Management / Behaviour Guidance
- Concord OSHC Policy D-28: Workplace Health and Safety
- Concord OSHC Policy D-29: Manual Handling
- Concord OSHC Policy E-1: Daily Routines

Procedure

The Director or nominated representative will conduct the orientation process as soon as possible, after the applicant has accepted a position at the Centre.

The orientation process will include:

- A brief history of the service
- Introductions to existing staff and Management Committee members
- Guided tour of the service
- Being shown where all relevant records are kept
- Discussion about working arrangements and expectations, including code of conduct and expectations of behaviours when working with children
- Webinars for Child Protection overview, WHS and Safe food handling
- Discussion surrounding WHS in the workplace, emergency procedures, day-to-day routines and child protection obligation including Mandatory Reporting obligations, Reportable Conduct, and the duty of care responsibilities.
- Information about the review and appraisal system
- Opportunity to ask any questions regarding the Centre or expectations

The new staff member will be provided with the following information:

- Centre operation and hours
- The Centre philosophy and relevant Policies
- Staff Information Booklet
- Parent information Booklet
- Staff code of conduct
- Policy C-14: Reportable Conduct
- Policy D-22: Child Protection/Mandatory reporting

- Job description
- Emergency procedure duties
- Grievance Procedures
- List of current staff, Management Committee and Administrative Services and their positions
- Terms and conditions of employment
- Children's Services Award (2010) information
- Staff Information form for completion
- Fair Work Information Statement
- Casual Employment Information Statement
- Bank details form (including Superannuation information)
- Super Choice Form
- Tax File Number Declaration
- Probation period and review and appraisal procedure
- Appropriate lines of communication with staff and management

After a period of one week the new staff member will have a sit-down meeting with the Director to address any questions or issues, they may have once they have been in the Centre. The new staff member will be required to sign a statement that they understand and agree to the expectations in the Code of Conduct, The Child Protection/Mandatory reporting policy and the Reportable Conduct policy.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Work Health and Safety Act 2011
- Commission for Children and Young People Act 1998
- NSW Office of the Children's Guardian
- Children (Education and Care Services National Law Application) Act 2010
- Network of Community Activities Factsheet – 'Staff Orientations'

Endorsed: 21/11/2022

Review date: 21/11/2024