

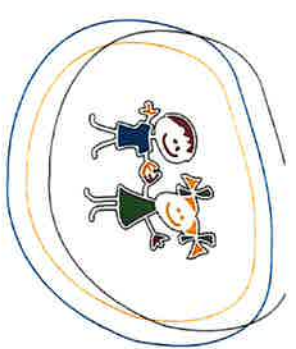


# EMPLOYEE INDUCTION – OFFICE USE

EMPLOYEE NAME	Danae	POSITION TITLE	Educator
SERVICE MANAGER	Emily Burton	COMMENCEMENT DATE	21/11/22
<b>REQUIRED DOCUMENTS</b>			
Qualification	N/A Traineeship	Food Safety	✓
First Aid	✓	Allergy Aware	✓
WWC	Receipt ✓	Child Protection	✓
Uniform Order	✓	Block Day Form	✓
<b>INDUCTION PROCESS</b>			
Before Commencement	✓	On Floor	✓
		Programming	✓

# EMPLOYEE INDUCTION – BEFORE COMMENCEMENT

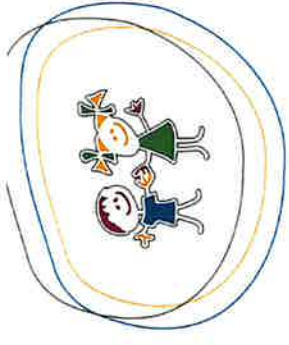
- o Management will conduct this part of the induction process prior to commencement.
- o A copy of these inductions' lists can be given on request.
- o All Contracts, Payroll, Policies and HR documents are all accessible through ChildHR
- o You will receive an email with our centre philosophy,



INDUCTION ITEMS		Inductor Initials	Employee Initials
<b>Welcome</b> <input checked="" type="checkbox"/> Introduce Management <input checked="" type="checkbox"/> Operations of the Service <input checked="" type="checkbox"/> Access Building/Parking <input checked="" type="checkbox"/> Closing of Doors <input checked="" type="checkbox"/> Equipment & Resources <input checked="" type="checkbox"/> Relationships with families, customer service and greeting prospective families <input checked="" type="checkbox"/> Use of Mobile Phones <input checked="" type="checkbox"/> Expectations <input checked="" type="checkbox"/> Location of Policies & Procedures		EB	DM
<b>Deputy</b> <input checked="" type="checkbox"/> Rostering <input checked="" type="checkbox"/> Signing in and Out <input checked="" type="checkbox"/> Applying for Leave <input checked="" type="checkbox"/> Noting Unavailability <input checked="" type="checkbox"/> Newsfeed (Confirming Posts)		EB	DM
<b>Centre Policies and Procedures</b> <input checked="" type="checkbox"/> Sick Procedure for Staff		EB	DM
<b>Court Orders</b> ✓		EB	DM
<b>Storpark</b> ✓		EB	DM
<b>Shift Duties</b> <input checked="" type="checkbox"/> Lunch Breaks <input checked="" type="checkbox"/> Length of Shift <input checked="" type="checkbox"/> Block Days		EB	DM
INDUCTION ITEMS		Inductor Initials	Employee Initials
<b>Health and Safety</b> <input checked="" type="checkbox"/> Risk Assessments <input checked="" type="checkbox"/> Reporting Hazards <input checked="" type="checkbox"/> Maintenance Issues <input checked="" type="checkbox"/> Emergency Procedures Governance Structure and Contacts <input checked="" type="checkbox"/> Grievance Procedure <input checked="" type="checkbox"/> Communication between Staff and Families <input checked="" type="checkbox"/> Staff Contacts		EB	DM
<b>Collaboration with the Community</b> ✓		EB	DM
<b>Tour of Service</b> <input checked="" type="checkbox"/> Staff Facilitates <input checked="" type="checkbox"/> Introduce to Staff <input checked="" type="checkbox"/> Dietary Requirement Charts (Anaphylaxis Children) <input checked="" type="checkbox"/> Location of First Aid Kits <input checked="" type="checkbox"/> Service 'Checks' and Expectation <input checked="" type="checkbox"/> Laundry – MSDS, Dilution of Chemicals and Storing Safely, Coloured Cloths and Mops. <input checked="" type="checkbox"/> Locate Emergency Equipment <input checked="" type="checkbox"/> Locate Emergency Exits		EB	DM
<b>Professional Standards</b> ✓		EB	DM
<b>Job Description</b> ✓		EB	DM
Watch Chemello Group's 'How To' videos on Programming ✓		EB	DM

<b>CONDUCTED BY:</b>	Emily Burton	<b>SIGNATURE:</b>		<b>DATE CONDUCTED:</b>	2/1/22
<b>EMPLOYEE NAME:</b>	Daniel Wilkents	<b>SIGNATURE:</b>			

# EMPLOYEE INDUCTION – PROGRAMMING



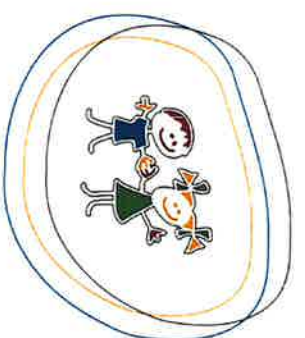
- o Management /Education Leader will go through the following items with the educator in detail.
- o This is to be completed within the first 3 months of employment.

INDUCTION ITEMS	Completed:	INDUCTION ITEMS	Completed:
Day Books	✓	Educators Space	✓
Weekly Plans	✓	Upcoming Events	✓
Individual Observations	✓	Community Posts	✓
Observation Tracking Plan	✓	Child Notes – Magic Moment	✓
Developmental Milestone Checklist	✓	Centre Checklist – Where to upload	✓
Fortnightly Reflections	✓	Learning Area Checklist	✓

<b>CONDUCTED BY:</b>	Becky Bell	<b>SIGNATURE:</b>	<i>Becky Bell</i>	<b>DATE CONDUCTED:</b>	
<b>EMPLOYEE NAME:</b>	Danae	<b>SIGNATURE:</b>	<i>Danae</i>		15/09/23

# EMPLOYEE INDUCTION – ON FLOOR DUTIES

- Qualified educator to observe educator completing the following duties and sign off once correctly completing the task, following centre policies and procedures, or advise Manager to sign off.
- A before commencement induction is completed prior to their first shift and a programming induction is aimed to be completed in the first month.



EMPLOYEE NAME Danae Nikentis

INDUCTION ITEMS	Qualified Initials	INDUCTION ITEMS	Qualified Initials
Meal Clean Up <ul style="list-style-type: none"> <li>• Correct Coloured Cloth</li> <li>• Correct Mop Bucket</li> <li>• Hand Washing</li> </ul>	BB	Completing a Day Book	MN
Nappy Change Procedure	MN	Completing Incident Form (Signed off by a Qualified)	MN
Toileting Procedure	MN	Washing Hands with Children	MN
Completing Service 'Checks'	MN	Tracking Numbers	MN
Indoor/Outdoor Checks	MN	Bottle Making (if applicable)	BB
Dietary Requirements Chart	BB	Bathroom Clean Up	MN
Marking Rolls	MN	Supervision Points	MN

CHECKED BY:	<u>Bethy Bell</u>	SIGNATURE:	<u>Bethy Bell</u>	DATE COMPLETED:	
EMPLOYEE NAME:	<u>Danae</u>	SIGNATURE:	<u>Danae</u>	DATE COMPLETED:	<u>April 2024</u>