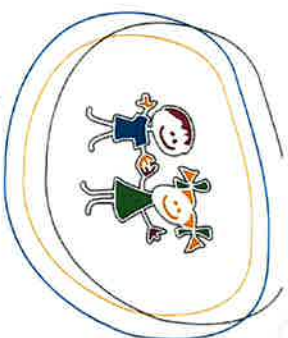


EMPLOYEE INDUCTION – BEFORE COMMENCEMENT

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



INDUCTION ITEMS		Inductor Initials	Employee Initials	INDUCTION ITEMS		Inductor Initials	Employee Initials
Welcome <ul style="list-style-type: none"> ○ Introduce Management ○ Operations of the Service ○ Access Building/Parking ○ Closing of Doors ○ Equipment & Resources ○ Relationships with families, customer service and greeting prospective families ○ Use of Mobile Phones ○ Expectations ○ Location of Policies & Procedures 		RB	SB	Health and Safety <ul style="list-style-type: none"> ○ Risk Assessments ○ Reporting Hazards ○ Maintenance Issues ○ Emergency Procedures 		RB	SB
Deputy <ul style="list-style-type: none"> ○ Rostering ○ Signing in and Out ○ Applying for Leave ○ Noting Unavailability ○ Newsfeed (Confirming Posts) 		RB	SB	Governance Structure and Contacts <ul style="list-style-type: none"> ○ Grievance Procedure ○ Communication between Staff and Families ○ Staff Contacts 		RB	SB
Centre Policies and Procedures <ul style="list-style-type: none"> ○ Sick Procedure for Staff 		RB	SB	Collaboration with the Community		RB	SB
Court Orders		RB	SB	Tour of Service <ul style="list-style-type: none"> ○ Staff Facilitates ○ Introduce to Staff ○ Dietary Requirement Charts (Anaphylaxis Children) ○ Location of First Aid Kits ○ Service 'Checks' and Expectation ○ Laundry – MSDS, Dilution of Chemicals and Storing Safely, Coloured Cloths and Mops. ○ Locate Emergency Equipment ○ Locate Emergency Exits 		RB	SB
Storypark		RB	SB	Professional Standards		RB	SB
Shift Duties <ul style="list-style-type: none"> ○ Lunch Breaks ○ Length of Shift ○ Block Days 		RB	SB	Job Description		RB	SB
				Watch Chemello Group's 'How To' videos on Programming		✓	✓

CONDUCTED BY:	Recky Bell	SIGNATURE:	<i>Recky Bell</i>	DATE CONDUCTED:	21/07/22
EMPLOYEE NAME:	Shelby Brown	SIGNATURE:	<i>Shelby Brown</i>		