

EMPLOYEE INDUCTION – OFFICE USE



EMPLOYEE NAME		POSITION TITLE	
SERVICE MANAGER		COMMENCEMENT DATE	

REQUIRED DOCUMENTS

Qualification		Food Safety		Emergency Contact Added	
First Aid		Allergy Aware		Staff Contact No. Added	
WWC		Child Protection		Returned TFN & Super	
Uniform Order		Block Day Form		Job Description	

INDUCTION PROCESS

Before Commencement		On Floor		Programming	
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EMPLOYEE INDUCTION – BEFORE COMMENCEMENT



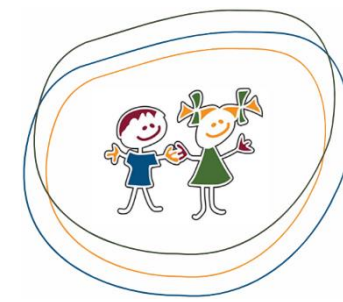
- Management will conduct this part of the induction process prior to commencement.
- A copy of these inductions' lists can be given on request.
- All Contracts, Payroll, Policies and HR documents are all accessible through ChildHR
- You will receive an email with our centre philosophy,

INDUCTION ITEMS	Inductor Initials	Employee Initials
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 		
Tanda <ul style="list-style-type: none"> ○ Roster ○ Signing in and Out ○ Applying for Leave ○ Noting Unavailability ○ Newsfeed (Confirming Posts) 		
Centre Policies and Procedures <ul style="list-style-type: none"> ○ Sick Procedure for Staff ○ Supervision 		
Court Orders		
Storypark		
Shift Duties <ul style="list-style-type: none"> ○ Lunch Breaks ○ Length of Shift ○ Block Days 		

INDUCTION ITEMS	Inductor Initials	Employee Initials
Health and Safety <ul style="list-style-type: none"> ○ Risk Assessments ○ Reporting Hazards/Maintenance Issues ○ Emergency Procedures (Lockdown/Evacuation Drills) ○ Anaphylaxis ○ Incident Forms 		
Governance Structure and Contacts <ul style="list-style-type: none"> ○ Grievance Procedure ○ Communication between Staff and Families ○ Staff Contacts (where to locate) 		
Reconciliation Action Plan and Quality Improvement Plan		
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 ○ Supervision Plan 		
Professional Standards (Presentation, Time management)		
Job Description		

CONDUCTED BY:		SIGNATURE:		DATE CONDUCTED:
EMPLOYEE NAME:		SIGNATURE:		

EMPLOYEE INDUCTION – PROGRAMMING



- Management /Education Leader will go through the following items with the educator in detail.
- Aim 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	
Monthly Reflections		Learning Area Checklist	

CONDUCTED BY:		SIGNATURE:		DATE CONDUCTED:
EMPLOYEE NAME:		SIGNATURE:		

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

CHECKED BY:		SIGNATURE:		DATE COMPLETED:
EMPLOYEE NAME:		SIGNATURE:		