

## 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 and purpose.
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 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

- THE KIDS CASTLE Policy A-3: Philosophy
- THE KIDS CASTLE Policy A-12: Policy Development and Review
- THE KIDS CASTLE Policy A-15: Role of Management Committee
- THE KIDS CASTLE Policy A-17: Privacy and Confidentiality
- THE KIDS CASTLE Policy C-2: Conditions of Employment
- THE KIDS CASTLE Policy C-4: Staff Professionalism
- THE KIDS CASTLE Policy C-5: Professional Development
- THE KIDS CASTLE Policy C-6: Staff Review and Appraisal
- THE KIDS CASTLE Policy C-7: Grievance Procedures
- THE KIDS CASTLE Policy C-8: Disciplinary Action
- THE KIDS CASTLE Policy C-9: Relief Staff
- THE KIDS CASTLE Policy C-10: Volunteers/Students/Visitors

- THE KIDS CASTLE Policy C-12: Communication
- THE KIDS CASTLE Policy C-13: Interactions with Children
- THE KIDS CASTLE Policy D-1: Dealing with Medical Conditions
- THE KIDS CASTLE Policy D-9: Emergency Procedures
- THE KIDS CASTLE Policy D-22: Child Protection
- THE KIDS CASTLE Policy D-23: Child Management / Behaviour Guidance
- THE KIDS CASTLE Policy D-28: Workplace, Health and Safety
- THE KIDS CASTLE Policy D-29: Manual Handling
- THE KIDS CASTLE 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 duty of care
- Discussion surrounding WHS in the workplace, emergency procedures, day-to-day routines and child protection, including instruction on being a mandatory reporter
- 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
- 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
- Bank details form (including Superannuation information)
- 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.

## **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
- Children (Education and Care Services National Law Application) Act 2010
- Network of Community Activities Factsheet – 'Staff Orientations'
- Network of Community Activities Policy: Staffing- Section C: Staff Orientation

Endorsed: 14/05/23

Review date: 14/10/2024