



Induction and Orientation Policy (Staff/teachers/educators/students and volunteers)

Relevant Legislation

Work Health and Safety Act 2011 to be read in conjunction with the Work Health and Safety Act 2012

Children (Education and Care Services National Law Application) Act 2010.

Education and Care Services National Regulations: 168-171,185.

National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 7.1.2

Introduction

Comprehensive induction and orientation procedures have been developed to promote a positive organisational culture which reflects our philosophy.

Our workplace is shaped not only by the philosophy of the preschool but is also greatly influenced by the people that make up our preschool community (AECA). In this way the preschool's induction and orientation procedures have been developed to create a sense of belonging within the preschool community for new staff/educators, students and volunteers.

Effective orientation to the preschool's practices and philosophy will ensure continuity of quality standards and clarify individual roles and responsibilities for newly appointed educators, staff, students or volunteers.

We recognise that our preschool has a core responsibility to provide adequate supervision and on the job training to promote safe work practices.

Policy Goals

The aim of our induction and orientation program is to:

- ❖ Assist the employee, student or volunteer to settle in and become familiar with our workplace and therefore adapt to the job more quickly.
- ❖ Ensure that new employee, student or volunteer receives accurate information about the preschool's policies and procedures, their role and the expectations of the employer.
- ❖ Provide opportunities to answer any questions and allay any concerns the new employee, student or volunteer may have.
- ❖ Assist the new employee, student or volunteer to carry out their tasks effectively.
- ❖ Build the employee's (student or volunteers') confidence and commitment to the

Preschool.

- ❖ Provide introductions to the staff team which help to foster positive relationships;
- ❖ Create a sense of belonging.
- ❖ Give the employee, student or volunteer a favorable impression of the service.
- ❖ Lower recruitment and selection costs due to reduced staff turnover

Strategies: What will we do?

Prior to commencement

The Nominated Supervisor will:

- Complete an orientation checklist;
- Ensure the inductee has a copy of their employment contract and job description and address any questions they may have in regard to these documents, their working arrangements and the preschool's expectations of them;
- Clarify any details in regard to probationary periods and provide information about the staff appraisal policy and procedure;
- Discuss employment procedures such as timesheets; method of salary payments; superannuation; taxation forms ;
- Provide the new person with a copy of preschool handbooks; statement of philosophy; staff code of conduct; and any other work guidelines;
- Discuss and highlight important policies and procedures with particular reference to work, health and safety; grievance procedures; supervision; child protection, health and hygiene procedures; confidentiality and privacy;
- Ensure that the new person reads and signs the preschool Confidentiality Agreement;
- Show the new person the location of the policy and procedures manual, a copy of the Education and Care Services National Law Act 2010; the Education and Care Services National Regulations; and the Award/Industrial Agreement;
- Discuss the person's understanding of the National Quality Standard; Early Years Learning Framework;
- Advise the new person about the management structure and lines of responsibility, communication with management;
- Show the person around the preschool and highlight key safety and health features such as fire extinguishers; evacuation plans; fire exits; and first aid kit storage; show the new person where they may store personal items and the location of the staff room; toilets; kitchen; parking procedures; and provide introductions to the other team members;
- Allow the new person to spend some time in their designated work area so they may be introduced to the children, parents and other educators

On-going communication and support

The nominated supervisor will follow up with the new employee one month after the original induction to address any further questions and check the new person is settling happily into the workplace.

The nominated supervisor will continue to provide support and ensure the maintenance and continuity of the preschool's practices and policies until the new person has completed their probationary period, or the nominated supervisor considers they are fully settled into their position at the service.

The new employee will be encouraged to keep a journal and write down any questions they would like to discuss, which will be addressed by the nominated supervisor at regular meetings.

At the end of the probationary period the nominated supervisor will hold an appraisal meeting with the new person to identify their strengths and plan for professional development opportunities.

Inducting Relief or Casual Educator

Relief educators may be required to care for children as soon as they arrive at the preschool with limited time to familiarise themselves with the preschool's environment policies and procedures. In this case the preschool will provide the educator with an orientation checklist that provides information on the important information, procedures and practices that the relief educator needs to be immediately aware of i.e. emergency procedures, location of dangerous products hazards and first aid cupboard.

Where possible the service will maintain a list of permanent relief and casual educators that have undertaken the full orientation process.

Students and Volunteers

A specific induction/ orientation checklist is used to assist in the orientation of students and volunteers.

The nominated supervisor will induct the student or volunteer prior to their contact with children at the service and will act as mentor to provide on-going guidance

Procedures and Forms

Links to other Policies

- Timesheet.
- Staff Record
- Induction Pack
- Employee Induction Checklist.
- Student Induction Checklist.
- Volunteers Induction Checklist.
- Enrolment Form
- Enrolment Handbook
- Grievance Procedures
- Temperature procedure
- Accidents, Emergencies and First Aid
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Grievances and Complaints Policy
- Health Hygiene and Infection Control
- Medication and Medical Condition

- Staff Induction Policy
- Staff Appraisal Policy
- Code of Conduct
- Confidentiality and Privacy Policy
- Staff Immunisation Policy
- Grievances and Complaints Policy
- Interaction with Children Policy.
- Guiding Children’s Behaviour Policy
- Arrivals and Departures Policy
- First Aid Policy
- Emergency Procedures Policy
- Sun Protection Policy
- Water Safety Policy
- Health Hygiene and Infection Control
- Incident, Injury, Trauma, Illness Policy
- Medication and Medical Conditions
- Work Health and Safety Policy
- Nutrition Policy
- Staff ,Student, Volunteer Induction Policy
- Child Protection Policy

Sources and References

DEEWR child Care Services Handbook 2011-2012. *Section 6.6 What are my service's responsibilities to educators* (Department of Education, Employment and Workplace Relations). Website : www.deewr.gov.au

Tathra Preschool Enrolment Handbook.

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DEEWR (2009). *Belonging Being and Becoming: The Early Years Learning Framework for Australia*. www.deewr.gov.au.

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