STAFF, VOLUNTEER, STUDENT, RELIEF STAFF INDUCTION POLICY

AIM
To support staff and volunteers ensuring they are aware of and able to fulfil their responsibilities.

IMPLEMENTATION

Leadership will:
- Conduct an induction for every new staff member, volunteer, facilitator, student or relief staff member.
- Induct any new person on-site in line with the relevant induction checklist and pack (i.e. facilitator pack, new staff, relief staff etc.)
- Ensure the person being inducted is aware of the contents of their induction pack and what documents they must return before beginning work.
- Ensure legal documents such as DCSI screenings are completed and approved prior to new people beginning on-site. Screenings must be returned to the site before an induction is given.
- Ensure the induction process consists of:
  - An introduction to key staff and staff the person will be working directly with.
  - A tour of the Centre facilities and amenities.
  - Instruction in regard to First Aid Kit.
  - Instruction in regard to Emergency Procedures.
  - A copy of the relevant induction pack.
  - Instruction in regard to signing in and out procedures.
  - Instruction to return National Criminal History Check for Child-Related Employment through the Department of Communities and Social Inclusion before starting employment.
  - A contract and confidentiality document to sign including acknowledgement in understanding Centre policies.
  - Copy of the CSE Compliance Certification for Organisations Form (if inducting a new organisation onto the site)

People being inducted will:
- Read the contents of the induction pack they are given and familiarise themselves with the procedures and policies of the Centre
- Return any forms included in the packs (tax file information, DCSI screening, statutory declaration etc.) prior to commencing work
- Photocopy and hand over any relevant certificates (asthma/anaphylaxis training, First Aid training etc.) prior to commencing work.

EVALUATION:
This policy is viewed to be working effectively when
- An induction as indicated above has occurred for all new staff, volunteers, students and relief staff.

Procedure Form:
- Induction Checklist
• Induction Pack for Paid or Unpaid Employees

National Quality Standards:
7. Leadership and Service Management
7.2.3. The induction of educators, coordinators and staff is comprehensive.

Record of Policy Adoption and Amendment:

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Details</th>
<th>Author</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>January 2011</td>
<td>Policy adopted.</td>
<td>Ocean View Children’s Centre Policies</td>
<td>Governing Council</td>
</tr>
</tbody>
</table>
| 1.1     | December 2011 | Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including:  
• NQF regulations  
• Confidentiality contract  
• Development of a flow chat for volunteers as attached | K Cook                        |                        |
| 2.0     | January 2012 | Suggested amendments put to Policy Review Committee and adopted, including:  
• NQF regulations  
• Development of a flow chat for volunteers as attached | K Cook                        | Policy Review Committee  |
| 2.1     | May 2014    | Reformatted and content regarding induction process added  
Reviewed: May 2016                                                                                       | P Murray                      |                        |

Review:
To be reviewed bi-annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

Source: Site Orientation – DECD  

Resource:  
Onkaparinga Institute Policies 2005