

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:

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View Children's Centre Policies	Governing Council
1.1	December 2011	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> • 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

<http://www.decd.sa.gov.au/hrdevelopment/pages/teacherinduction/siteorientation/?reFlag=1>

Resource:

Onkaparinga Institute Policies 2005