

## **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 inductions 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.)
- Complete 'Record of Decision Making Process' for any external service providers working directly with children in the care environment and a License Agreement between the provider and site.
- Be able to withdraw permission for facilitators/service providers to be on-site at any time or refuse permission.
- 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 Working with Children Check 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 Working with Children check through the Department of Communities and Social Inclusion before starting employment.
  - A contract and confidentiality document to sign including acknowledgement in understanding Centre policies.
- For new facilitators or service providers who are not employed by the Department of Education, they must return:
  - Either a current Teachers Registration Certificate OR a Working with Children screening/identifier number
  - A current Responding to Risks of Harm, Abuse and Neglect - Education and Care Certificate (RRHAN –EC) if working directly with children
  - A 'receipt of lodgement' of a Child Safe Environments Compliance Statement with DHS
  - Copy of the Non-Education service provider's Public and Products Liability Insurance Policy
  - Copy of qualifications in professional field of practice. Current registration and / or membership with a relevant professional organization, for example; Psychology AHPRA Registration Certificate, Occupational Therapy AHPRA Registration Certificate, full membership of Speech Pathology Australia, membership of the Australian Association of Social Workers OR relevant qualifications relevant to the proposed service being delivered to the child or young person
  - Any information which details limitations or restrictions which have been placed on professional practice
  - Details of the proposed service being delivered to the child or young person, including frequency of service, time involved and program being delivered.

#### **Community Development Coordinator will:**

- Ensure the need for the above paperwork is communicated to facilitators, volunteers and community service providers when they enquire about beginning at the site
- Ensure all paperwork for community facilitators or service providers is returned prior to them beginning at the site.

**Room Leaders will:**

- Complete any room specific induction checklists and paperwork
- Ensure the inductee knows who to ask in the room for advice or to pass on concerns

**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, WWC screening/identifier number, 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.
- Understand they cannot begin on-site or provide services on-site until paperwork is completed.

**Admin will:**

- Keep records of any forms and documents returned and prompt follow up from line managers

**Families will:**

- Inform the Centre when they wish for a child's external service provider (speech pathologist, occupational therapist, other health professional) to attend the Centre to support their child
- Complete any additional paperwork (including permission norms for service provision) if they would like their child to receive additional support at the site.

**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

**National Quality Standards:**

7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View Children's Centre Polices	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"> <li>• NQF regulations</li> <li>• Confidentiality contract</li> <li>• Development of a flow chat for volunteers as attached</li> </ul>	K Cook	
2.0	January 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• NQF regulations</li> <li>• Development of a flow chat for volunteers as attached</li> </ul>	K Cook	Policy Review Committee
2.1	May 2014 August 2021	Reformatted and content regarding induction process added Reviewed to match Department for Education update including RRHAN-EC training Reviewed: May 2022	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*