

8.10 Employee Orientation and Induction Policy

The service assumes responsibility in ensuring that all employees receive appropriate orientation and induction which prepares, supports and facilitates their working performance and ongoing capacity for employment within the service.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health and Safety Act 2011*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; 7.2 Effective leadership builds and promotes a positive organizational culture and professional learning community*
- *Policies: 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.6 – Employee and Volunteer Grievance, 8.9 – Employee Code of Conduct.*



Procedures

The Coordinator (or other appointed appropriate staff member) shall take responsibility for the appropriate and ongoing induction and orientation for new employees. The orientation and induction process shall include (but not be limited to):

- A meeting with the new employee prior to engagement to complete all paperwork relating to their suitability for employment. (This will involve completing appropriate documentation to validate the new employee's blue card and qualifications);
- An information package given to the new employee, which highlights key aspects of the role, must be known and understood prior to commencing work at the service;
- A minimum **1-hour** induction/orientation session where the Coordinator will introduce the new employee to other staff, familiarize the new employee with the service facilities, and work through the Induction and Orientation Checklist (see 8.10.1) with the new employee;
- During the first session of employment, the new employee will be partnered with an experienced educator;
- Within the first two weeks of employment, the Coordinator/other appointed appropriate staff member will work closely with the new employee to ensure all Induction and Orientation training is provided and a checklist completed and signed off by the new employee and Coordinator/relevant training officer.
- Feedback on the effectiveness of the induction and orientation process will be sought from the new employee by the Coordinator.

| DATE DEVELOPED | DATE RATIFIED | DATE REVIEWED | DATE RATIFIED |
|----------------|---------------|---------------|---------------|
| August 2018 | August 2018 | 10.08.21 | October 2021 |
| | | 13.02.24 | March 2024 |