

8.10.1 Educator/staff Orientation and Induction Checklist

This service provides all educators/staff with a minimum 1 hour, paid Orientation and Induction. This process is designed to help you start your job with a good background of how we operate and what we expect from you as an employee.

EMPLOYEE NAME: Date Commenced:

Have you received:

- ☐ CKC Employee Handbook
- ☐ Employee Commitment Form
- ☐ Employment Contract/Letter of Employment
- ☐ Position Description
- ☐ Personal Information Form
- ☐ Confidentiality Agreement
- ☐ Employee Information Statement
- ☐ Policy 2.10 Reporting Guidelines and Directions for Handling Disclosures and Suspicions of Harm
- ☐ Policy 7.2.1 Emergency and Evacuation Procedure
- ☐ Policy 8.1 Role and Expectations of Educators
- ☐ Policy 8.8 Employee Performance Monitoring, Review and Management
- ☐ Policy 8.9 Employee Code of Conduct
- ☐ Policy 8.19 Employee Counselling and Disciplinary Procedures
- ☐ Uniform Shirt

Have you completed, signed and returned:

- ☐ Personal Information Form
- ☐ Confidentiality Agreement
- ☐ Employment Contract
- ☐ Employee Information Statement Acknowledgement form
- ☐ Tax Declaration information via ATO/MyGov
- ☐ Superannuation details provided
- ☐ Copy of Blue Card provided
- ☐ Copy of First Aid/CPR credentials

Have you been shown:

OFFICE:

- ☐ Location of First Aid Kit
- ☐ Location of Sick Bay
- ☐ Location of Children's Medication & Action Plans
- ☐ Children's Court Orders
- ☐ Work Mobile Phones (currently no school phone)
- ☐ Fire extinguishers
- ☐ Staff noticeboard area
- ☐ Coordinators Diary (Staff Diary)
- ☐ Children & Staff Files
- ☐ Office Supply Cupboard
- ☐ Visitor Sign-In Log

STORAGE AREA:

- ☐ Staff Lockers
- ☐ Fridge & First Aid Ice Packs

ROOM:

- ☐ Fire extinguishers

- ☐ Evacuation & Lock Down Procedure
- ☐ Light, Fan & AC Switches
- ☐ Quiet Room
- ☐ Resource cupboards

SIGN IN-OUT DESKS:

- ☐ Location of First Aid Kits & Band-Aids
- ☐ Incident Reports
- ☐ Other forms

HALLWAY / KITCHEN:

- ☐ Location of educator/staff and children's toilets
- ☐ Fire extinguisher & Fire Alarm
- ☐ Location of First Aid Kit & Band-Aids
- ☐ Fridge, Freezer, Cupboard & Other resources

OTHER AREAS (Playgrounds, Sports Hall, Oval):

- ☐ Whole of service and school tour
- ☐ Defibrillator in Sports Hall

Have you met:

- ☐ Rest of educator/staff
- ☐ Children
- ☐ Families

I have received information and have an understanding of:

- ☐ Educator/staff Roster & Clocking In/Out
- ☐ Role of key personnel
- ☐ Service rules, behaviour management and anti-bullying procedures
- ☐ Daily routines
- ☐ Supervision and duty of care
- ☐ Child Protection Policy and the reporting of harm
- ☐ Injury/illness procedures
- ☐ First aid procedures
- ☐ Fire evacuation and lockdown procedures
- ☐ Medication administering procedures
- ☐ Workplace health and safety procedures
- ☐ Risk management and hazard reporting
- ☐ Food preparation and hygiene procedures
- ☐ Toileting procedures for children and educators
- ☐ Children sign in/out and collection procedures
- ☐ Excursion procedures
- ☐ Grievance management
- ☐ Where to find all policies & procedures
- ☐ Current pay award
- ☐ Educator/staff communication
- ☐ Service statement of philosophy
- ☐ My Time, Our Place, the program and expectation of practice

- ☐ Have you been given an overview of Service Policies, Handbooks and expectations?
- ☐ Have you been given an opportunity to ask questions?

To be completed by new employee within one week of commencement

Form to be photocopied, original retained by Service and placed in Educator/staff File.

Employee name and signature:Date:

Inductor name and signature:Date:

Full Name: _____ **Date:** _____

In relation to the Centre:	Educators Initial	Coordinator or Responsible Person Initial
By choosing to be an Educator, you are consenting to participate in a regulated activity, governed by law and regulations. By this choice you have accepted the responsibility and obligation to advocate for the objectives and guiding principles of that law		
Who are the Coordinators and Educators and the identity of Nominated Supervisor		
Where confidential files are in a locked cabinet		
Indicate outdoors areas including boundaries, sun safety and how to complete the outdoor safety checks		
Indicate the Community Information board and sign in table including display of all legislated information and Policy book		
Grievance Policy and Procedure and Child Protection policy		
Identify any families with court orders and show the Access to Children Policy		
Explain and show risk assessments		
Explain the opening and closing for each session		

I agree to:	Educators Initial	Coordinator or Responsible Person Initial
Read and sign off on Educator Communication Diary.		
Introduce myself to parents and children. Say hello and goodbye to everyone		
Sign-in/out on TimeDock System; if you forget, speak with Carone or leave a note in her diary so she can fix it.		
Be happy & cheerful, bring a positive attitude to your workmates and the children		
Use the appropriate bathroom for educator use		
Turn mobile phone off and put it and other belongings in designated place		
Take initiative. Ask how you can help. Check the program and set up activities accordingly; Check first aid supplies such as ice packs & band-aids are topped up; help in the kitchen as needed.		
After completing the end of shift ask the Coordinator/ Responsible Person if there is anything else she/he would like you to do.		
Sign out and leave the service set up for the next session.		

Staff photo board and Updated Staff Contact List & Email List completed:	Date:
Inductor Signs:	Date:
Employee Signs:	Date:

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	23.06.21	October 2021
		19.02.24	March 2024