



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE STAFF INDUCTION PROCEDURE

STAFF INDUCTION PROCEDURE

All staff working within our service will undergo an induction procedure outlining all of the key responsibilities entailed in their role as part of our induction process. All feedback from new and existing staff is also welcomed and used to lead our improvement of our induction and orientation process for new staff.

An induction will include the following elements:

- A tour of the work environment and introduction to staff
- Employment contract and job description
- Method of salary payments
- Superannuation information
- Explanation of basic work rule and guideline –
- Information – refer to policies and procedures
- Grievance procedures – Staff Handbook
- Relevant forms and their location
- Parent Handbooks – direct to school website
- Time sheets
- Car parking
- First aid (including asthma and anaphylaxis)
- Responsibilities to protect children / how to report abuse
- Emergency equipment and their location, emergency plans and rehearsals (3 monthly) –
- Probationary period
- Performance appraisals / support and supervision

Completion of an induction checklist is required and is to be kept in the staff members personal file.

Induction Checklist

New Staff Member _____ Commencement Date _____
Inducting Staff Member _____ Induction Date _____

Content	Points to be Covered	Instructions / Resources	Yes	No
STAFF DETAILS				
Employee Details	Personal Contact Details Next of kin Emergency Contacts Health Information	Employee Details Form		
Taxation Information	Tax File Number	Tax form to be completed		
Superannuation	Choice of Funds	Form to be completed		
Hours of Work	Rosters Meal/tea breaks Overtime/Time in Lieu	Award Agreement/ EBA		
Time Keeping	Time Sheets	How to complete		

		Where kept		
Pay Procedures	Pay periods Bank Details	Forms to be completed		
STAFF CONDITIONS OF EMPLOYMENT				
Contract of Employment	Rates of pay Period of Employment Award Agreement/EBA Job description	Contract Award/EBA info		
Sickness/Absences	Leave Entitlements -sick, parental, annual, bereavement, etc. Procedures for sick leave Who to notify when absent	Leave forms Procedure to apply for leave Contact numbers for notification of absence		
Performance Appraisals / support and supervision	How appraisals will be conducted Who conducts them How often will they take place	Performance appraisal forms Assistance mentors		
Staff Handbook	Discuss content	To be read by all staff members Ask if content is clear		
Content	Points to be covered	Instructions /Resources	Yes	No
POLICIES AND PROCEDURES				
Codes of Ethics Centre Philosophy CEWA Code of Conduct	Where displayed Show CEWA Code of Conduct	Copies to be given to all staff members		
Quality Improvement Plan	Development How staff are involved Discuss Assessment and Rating checklist (compliance checks)	Share current QIP		
Occupational Health & Safety	Where to locate manual/policies Relevant forms	To be read by all staff members		
Grievances Procedures	Location of Policies Types of grievances	Copy to be given to all staff members		
Policies and Procedures	Policy file Staff Handbook Parent Handbook	Give copies of Handbooks		
Procedures for Opening/Closing the Centre	Children not picked up at closing time Alarms and Keys Lighting/heating/cooling Computers Cleaning	Policies Contact phone numbers Keys/codes		
Emergency Procedures	Fire/emergency exits Evacuation Procedures / plan	Map of the Centre		

	Who to Contact Relevant Forms	Names and numbers of contact people Written procedures		
Emergency Equipment	Information on how to use specific items	Manuals/Training		
Child abuse	Signs and symptoms – offer booklet at induction (See attached) Reporting child abuse	Read <i>Establishing a protective Environment</i> policy and signs and symptoms of abuse. Discuss reporting procedures.		
First Aid	Where kits are kept First Aid Qualifications Procedures	Read policies and procedures Forms to be completed		
Asthma and anaphylaxis	Asthma management plans Anaphylaxis	Go through management plans		
Medications	Administering Forms	Read Policy and Procedures Where relevant forms are located		
Content	Points to be covered	Instructions / Resources	Yes	No
POLICIES AND PROCEDURES				
Car Parking	Where to park	Any required permits		
Staff Room	Lunch/tea breaks Use of kitchen Food storage Cleaning up Storing dangerous materials	Nutrition and Hygiene policies		
Toilets	Location Letting others know you are leaving the room			
Personal belongings	Where to leave personal belongings			
Smoking	Regulations and Policy	Read relevant information		

Induction finalised: _____ (Date)

Signed New Staff Member: _____

Signed Inducting Staff Member: _____

Follow up meeting: _____ (Date) _____ (Time)

FOR MORE INFORMATION

Review History		
Previous Review	Year of Review	Next Review
April 2017	May 2018	May 2019
April 2018	May 2019	May 2020
May 2019	April 2020	April 2021

