

ARMIDALE OUT OF SCHOOL HOURS CARE

Staff Induction Procedure

Policies:	Staffing
Regulation/s/ Standards:	Regulations 56, 161, 162, 167, 168, 169, 170 National Quality Area 4
Other Procedures:	Work Health & Safety, Supervision
References:	Employure
Date effective	August 2022
Date for review	January 2024
Purpose	Armidale & District Family Day care Ltd., as sponsor, aims to provide all newly recruited Educators with a comprehensive induction process which enhances their ability to provide quality education and care to the children enrolled in our service.
Responsibility	Directors, Management and Nominated Supervisor.

Key information:

Armidale & District Family Day care Ltd. (AFDC) recognises that comprehensive induction is an important component of staff performance and management. All newly recruited employees should receive adequate induction, particularly in relation to Work, Health and Safety.

Responsibility:

It is the responsibility of the Business Manager to ensure that a formal induction process is commenced within 48 hours of acceptance of an offer of employment.

It is the responsibility of the Nominated Supervisor to ensure that a formal induction process is commenced within Armidale Out of School Care service within 48 hours of the commencement of employment of the worker.

Key Information to be provided to new employees:

This list is not exclusive and the responsibility for communication will vary from time to time between the Business Manager and Nominated Supervisors

- Structure of Armidale & District Family Day Care Limited;
- Fair Work Statement;
- Letter of Offer of Employment;
- Position Description;
- Copy of Staff Handbook, including Children's Services award, Policy Portfolio, etc.

- Choice of Superannuation and SCG legislation;
- Staff Record Form, including banking details and emergency contacts;
- Leave reporting requirements and procedures;
- PAYG & tax File Declarations;
- Payroll procedures, including *Deputy*, provision of pay advices, etc.
- Access to Sandon School premises and the service;
- Drivers Licence, WWCC, First Aid Certificate & other training certification;
- Housekeeping – car parking, appropriate clothing, mobile phone use;
- Familiarisation with Register of Policies and Procedures;
- Emergency Procedures and Evacuation;
- Confidentiality and professional conduct procedures;
- Child Protection and mandatory reporting processes;
- Probation, staff appraisal and performance review processes;
- Familiarity with My time Our Place & other learning frameworks;
- Programming and evaluation requirements;
- Reflection journals;
- Professional development opportunities;
- Availability of mentoring and support;
- Work Health & Safety information, including that relating to Manual Handling, and
- Grievance procedures.

Communication

The Business Manager and Nominated Supervisor will provide ongoing assurances to newly inducted employees of their availability to discuss issues and/or concerns related to their position.

The newly inducted employee will be provided with staff contact list as part of their Staff Handbook.