

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	June 2024
Date for review	June 2027
Purpose	To ensure that Educators engaged by Armidale Out of School Hours Care are informed about their rights and responsibilities as employees of the Company.
Responsibility	Business Manager, Nominated Supervisor and Educators.

Key information:

Armidale & District Family Day care Ltd. (AFDC) recognises that 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

Responsibilities:

Business Manager

- To ensure that the employee's Working With Children Check is verified prior to an offer of employment being made.
- To obtain copies of the prospective employees' Drivers Licence, WWCC, First Aid Certificate & other training certification
- To ensure the completion of a Staff Record Form, including banking details and emergency contacts
- To provide the prospective employee with a Letter of Offer and draft Employment Agreement at least 24 hours prior to their being required to sign it.
- To ensure that a formal induction process is commenced within 48 hours of acceptance of an offer of employment.

Nominated Supervisor

- To ensure that a formal induction process is commenced within Armidale Out of School Care within 48 hours of the commencement of employment of the worker, ensuring that they are familiar with Service policies, procedures and the contents of the Staff Handbook..

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
- Employment agreement
- Position Description
- Copy of Staff Handbook, including Children's Services award, Policy Portfolio, etc.
- Choice of Superannuation and SCG legislation
- 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
- Housekeeping – car parking, appropriate clothing, mobile phone use
- Familiarisation with Register of Policies and Procedures
- Emergency Procedures and Evacuation
- Confidentiality and professional conduct
- 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
- 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