

INDUCTION OF STAFF & STUDENTS Regulation 168 (2) (i) Version 1.12

Keithcot Farm Children's Centre acknowledges the importance of providing new staff and volunteers with an induction process that provides consistency in practice and care.

Management will:

- Provide each staff member or volunteer with an induction process which is relevant to their role at the Children's Centre which will include access to the Children's Centre handbook, policies, Centre philosophy, job and person specification, Code of Conduct, Code of Ethics, Workplace, Health and Safety information, National Quality Agenda information etc. and where relevant, a contract.
- Discuss with staff upon induction any relevant special needs, relevant cultural beliefs or other health considerations, such as medication, immunisation status, allergies etc.
- Develop a process of transition, for example, allowing for meeting times with management to discuss and clarify processes and procedures and / or appointing a mentor.
- Encourage staff to participate in all aspects of the Children's Centre, for example, staff meetings, professional development and at Governing Council meetings.
- Introduce new staff / volunteers to existing staff.
- Communicate with students / volunteers on practicum placements about the Centre expectations in regard to confidentiality of records.
- Provide volunteers with access to the DE Volunteer Policy, if required.

Staff / Volunteers will:

- Engage in the induction process.
- Inform management of any medical, special or cultural needs.
- Complete the appropriate personal information forms.
- Communicate with management regarding the induction process and their understanding of the requirements of their role.
- Provide a copy of a current Department for Communities and Social Inclusion Child Related Employment Screening.
- Provide a copy of their certificate of Responding To Abuse and Neglect Training if relevant to their role.
- Provide a copy of their relevant qualifications or their DE Authority to Teach / Work.

CREATED: November 2008

REVIEWED: November 2009, November 2010, November 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017, September 2018

TO BE REVIEWED: September 2019

SOURCED: South Australian Curriculum Standards & Accountability Framework
Occupational Health, Safety and Welfare Act 1986 and amendments
National Quality Agenda
Volunteers Working in Educational Sites and Settings – DECD May 2012