

## C-3 Educator Orientation and Induction

### NQS

QA. 2.2.3	Child protection.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1.1	Service philosophy.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.3	Development of professionals.

### National Regulations

Reg. 145	Staff record
Reg. 147	Staff members
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available

### Policy Statement

We aim to ensure there is an effective process in place to enable Educators to be fully equipped to carry out their duties in the best possible way. An orientation process will be developed and carried out for all employees in the Centre, providing them with a clear understanding about the service and its operations and what is expected of them within the Centre.

### Related Policies

- Normanhurst West OSHC Policy A-3: Philosophy
- Normanhurst West OSHC Policy A-12: Policy Development and Review
- Normanhurst West OSHC Policy A-15: Role of Management Committee
- Normanhurst West OSHC Policy A-17: Privacy and Confidentiality
- Normanhurst West OSHC Policy C-2: Conditions of Employment
- Normanhurst West OSHC Policy C-4: Educators Professionalism
- Normanhurst West OSHC Policy C-5: Professional Development
- Normanhurst West OSHC Policy C-6: Educators Review and Appraisal
- Normanhurst West OSHC Policy C-7: Grievance Procedures
- Normanhurst West OSHC Policy C-8: Disciplinary Action
- Normanhurst West OSHC Policy C-9: Relief Educators
- Normanhurst West OSHC Policy C-10: Volunteers/Students/Visitors
- Normanhurst West OSHC Policy C-12: Communication

- Normanhurst West OSHC Policy C-13: Interactions with Children
- Normanhurst West OSHC Policy D-1: Dealing with Medical Conditions
- Normanhurst West OSHC Policy D-9: Emergency Procedures
- Normanhurst West OSHC Policy D-22: Child Protection
- Normanhurst West OSHC Policy D-23: Child Management / Behaviour Guidance
- Normanhurst West OSHC Policy D-28: Workplace, Health and Safety
- Normanhurst West OSHC Policy D-29: Manual Handling
- Normanhurst West OSHC Policy E-1: Daily Routines

## Procedure

The Director or nominated representative will conduct the orientation process as soon as possible, after the applicant has accepted a position at the Centre.

The orientation process will include:

- A brief history of the service
- Introductions to existing Educators and Management Committee members
- Guided tour of the service including emergency and evacuation plans, first aid kits, medication storage, allergy information etc.
- Being shown where all relevant records are kept
- Discussion about working arrangements and expectations, including code of conduct and duty of care
- Discussion surrounding WHS in the workplace, day-to-day routines and child protection, including instruction on being a mandatory reporter
- Information about the review and appraisal system
- Opportunity to ask any questions regarding the Centre or expectations

The new Educators will be provided with the following information:

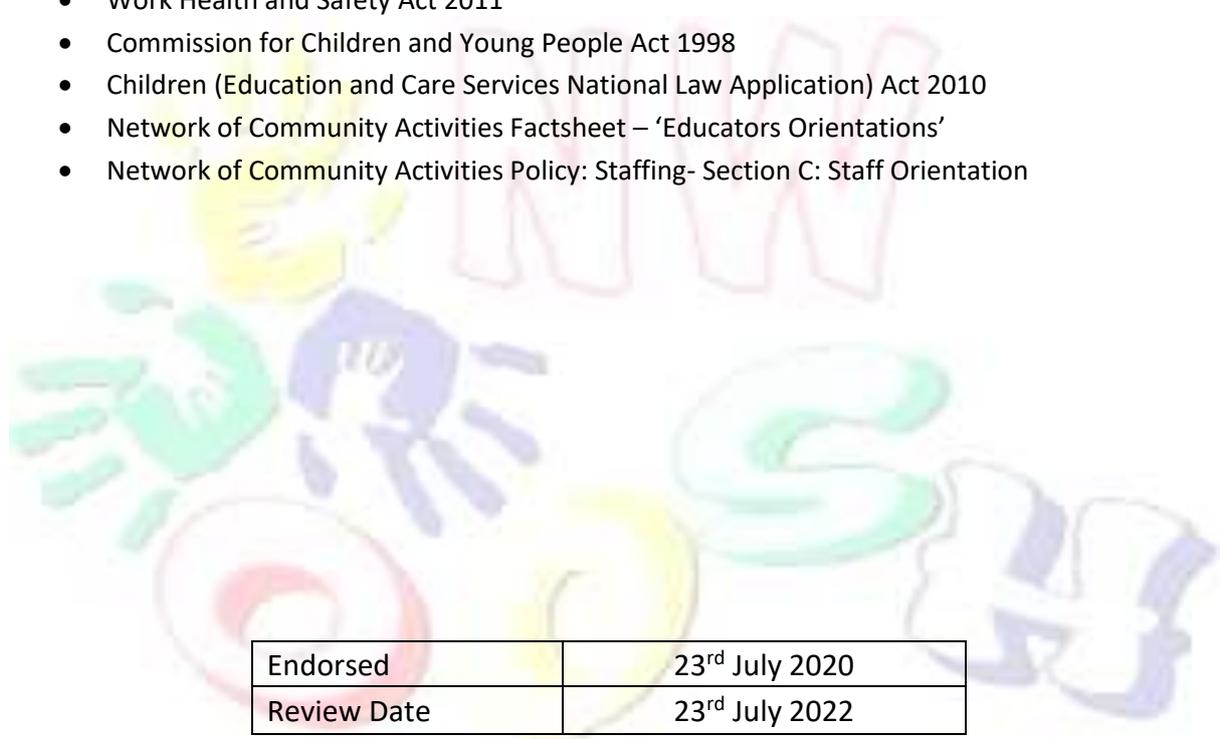
- Centre operation and hours
- The Centre philosophy and relevant Policies
- Educator Information Booklet
- Parent information Booklet
- Educator code of conduct
- Job description
- Emergency procedure duties
- Grievance Procedures
- List of current Educators, Management Committee and Administrative Services and their positions
- Terms and conditions of employment
- Children's Services Award (2010) information
- Educator Information form for completion
- Bank details form (including Superannuation information)
- Tax File Number Declaration

- Probation period and review and appraisal procedure
- Appropriate lines of communication with Educators and management
- Their Appraisal Leader

After a period of one week the new Educator will have a sit-down meeting with their Appraisal Leader to address any questions or issues they may have once they have been in the Centre.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children’s Services Award 2010
- Work Health and Safety Act 2011
- Commission for Children and Young People Act 1998
- Children (Education and Care Services National Law Application) Act 2010
- Network of Community Activities Factsheet – ‘Educators Orientations’
- Network of Community Activities Policy: Staffing- Section C: Staff Orientation



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