

# C3 Staff Orientation

---

Epping Heights OSHC.

## 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 and purpose.
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 staff to be fully equipped to carry out their duties in the best possible way. An orientation and induction process will be developed and carried out for all employees in the Centre, providing staff with clear understanding about the service and its operations and their expectations within the Centre.

## RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy A-12: Policy Development and Review
- Epping Heights OSHC Policy A-15: Role of Management Committee
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy C-2: Conditions of Employment
- Epping Heights OSHC Policy C-4: Staff Professionalism
- Epping Heights OSHC Policy C-5: Professional Development
- Epping Heights OSHC Policy C-6: Staff Review and Appraisal
- Epping Heights OSHC Policy C-7: Grievance Procedures
- Epping Heights OSHC Policy C-8: Disciplinary Action
- Epping Heights OSHC Policy C-9: Relief Staff
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors
- Epping Heights OSHC Policy C-12: Communication
- Epping Heights OSHC Policy C-13: Interactions with Children
- Epping Heights OSHC Policy C-16: Reportable Conduct
- Epping Heights OSHC Policy D-1: Dealing with Medical Conditions

- Epping Heights OSHC Policy D-9: Emergency Procedures
- Epping Heights OSHC Policy D-22: Child Protection/Mandatory Reporting
- Epping Heights OSHC Policy D-23: Child Management / Behaviour Guidance
- Epping Heights OSHC Policy D-28: Workplace, Health and Safety
- Epping Heights OSHC Policy D-29: Manual Handling
- Epping Heights OSHC Policy E-1: Daily Routines

## **PROCEDURE**

The Centre Coordinator, and if possible a member of the Management Committee, will conduct the orientation process as soon as possible after an applicant has accepted a position working at the Centre.

The orientation process will include:

A brief history of the service

An Introduction to existing staff and Management

Receiving a copy of the educator handbook

A guided tour of the service.

Being shown where all relevant records are kept

A discussion about working arrangements and expectations, including professional code of conduct and expectations of behaviours when working with children.

Webinars for Child Protection overview, WHS and Safe Food Handling

A discussion regarding WHS in the workplace, emergency procedures, routines, and Child Protection obligation including; Mandatory Reporting obligations, Reportable Conduct, and duty of care responsibilities.

Information about the review and appraisal system (see Staff Review and Appraisal policy)

An opportunity to ask any questions regarding the Centre and expectations.

The new staff member will be provided with or directed to the following information:

Centre operations and hours

The Centre philosophy and policies

Parent Handbook

Staff Handbook, including the orientation plan

Centre's code of conduct

Policy C-16 Reportable Conduct

Policy D-22 Child Protection/Mandatory reporting

Job description

Emergency procedure and duties

Grievance Procedures

List of current staff and Management (including Administrative Services Provider) and their positions

Terms and conditions of employment

Children's Services Award (2010) information.

Fairwork Information Statement

Casual Employment Information Statement

Bank details form (including superannuation form to be completed)

Taxation Declaration

Working With Children Check paperwork

Probation period and review and appraisal procedure

Appropriate lines of communication with staff and Management

Educator Professionalism

After the period of one week the new educator will sit down with the Centre Coordinator to address any further issues or questions the new educator may have once they have been in the Centre. The new staff member will be required to sign a statement that they understand and agree to the expectations in the code of conduct, the Child Protection/Mandatory reporting policy, and the Reportable Conduct policy.

## **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
- NSW Office of the Children's Guardian
- Children (Education and Care Services National Law Application) Act 2010
- Network of Community Activities Factsheet – 'Staff Orientations'

Network of Community Activities Policy: Staffing- Section C: Staff Orientation

Endorsed: 08/09/2021	Review Date: 08/09/2023
-------------------------	----------------------------