**Children’s Services Staff**

**Induction Checklist**

This induction checklist is to be completed prior to the staff member commencing their role.

This is to ensure the staff member is given the best possible start to their role in order to provide **better outcomes for children**

Original Induction checklist to be provided to Early Years Administration and a copy to be maintained by the staff member.

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| **Name** |  | **Commencement date** | / / |
| **Position** |  | **Induction date** | / / |
| **Person completing induction** |  | **Site inducted at** |  |

Items to be explained to staff member:

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| **Service Information and location:** | |
|  | Children’s Service’s Philosophy (Children’s Services Handbook M19/106072) & Service Commitment Statement |
|  | Children’s Service’s Policy, Practices and Procedural Guidelines  - Insite – Wiki <http://insite/wiki#/pages/early-years-policies-practices-procedures> |
|  | Children’s Service’s Policy Review – staff contribution |
|  | GSCC - CEO Directives and Council Policies Insite - Policy Portal <http://insite/policy-portal> |
|  | Education and Care Services National Law and Regulations [www.acecqa.gov.au/nqf/about](http://www.acecqa.gov.au/nqf/about) |
|  | National Quality Framework [www.acecqa.gov.au/nqf/about](http://www.acecqa.gov.au/nqf/about) |
|  | Quality Improvement Plan (QIP) - QIP staff input |
|  | Child Safe Legislation  <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafe.aspx> |
|  | Reportable Conduct Scheme  <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reportableconduct.aspx> |
|  | ECA Code of Ethics [www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/) |
|  | UN Convention of the Rights of the child [www.unicef.org.au/Upload/UNICEF/Media/Our%20work/childfriendlycrc.pdf](http://www.unicef.org.au/Upload/UNICEF/Media/Our%20work/childfriendlycrc.pdf) |
|  | Child & Family Vulnerability Tool (M21/46990) |
|  | Children’s Enrolment Records |
|  | Children’s Attendance sheets /electronic signing in and out of service |
|  | COVID Safe Practices (Risk Management Plan / Program Planning and Engagement ) |

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| **Staffing Arrangements and Resources:** | |
|  | Staff Records |
|  | Staff sign-in and out |
|  | Staff timesheets/leave applications via ESS deadlines |
|  | Staff payment system /access to the payroll department |
|  | Staff rosters/shift responsibilities/staff breaks/smoking –protecting children from residual smoke |
|  | Staff communication methods- diary/emails/communication book/Facebook/Skoolbag (instructions 2020/38323) |
|  | Staff/student/volunteer access to building/swipe card/car parking |
|  | Staff room/personal items storage/ Staff toilet |
|  | Staff access to services computer and services telephone/private mobile phone use |
|  | Staff dress code |
|  | Staff meetings |
|  | Staff mentor (to offer assistance and advise when required) Mentors name: |
|  | Staff punctuality /sick leave |
| **Council Services offered to staff :** | |
|  | Early Years Services Department – Management /Administration - Roles and Responsibilities  Early Years Services Manager – 58329709 Early Years Services Network Leader – 58329757  Early Years Services Administration – 58329783 email – [earlyyearsadmin@shepparton.vic.gov.au](mailto:earlyyearsadmin@shepparton.vic.gov.au) |
|  | FDC Coordination Unit – Role and responsibilities (FDC only) (Phone contact – 58221373) |
|  | Learning and Development Department - Professional Development Training (Phone contact – 58329265) |
|  | Soft tissue appointments (Phone contact – 58329538) |
|  | Employee Assistance Program (Phone contact –[1300 687](http://vm25/Wiki/Pages/Employee%20Assistance%20Program.aspx) 327) |
|  | Content Manager training http://insite/ELMO |
|  | Council Corporate Induction http://insite/ELMO |
|  | Help desk (Council) (Phone contact – 58329700) |
|  | ELMO/ In site (Council) – ELMO staff user guide (M20/50582) http://insite/ELMO |
|  | ESS (Employee Self Service) <http://ess.greatershepparton.com.au/login> |
|  | Council Car bookings http://gscc.poolcar.com/SignIn.aspx?ReturnUrl=%2f |
| **Staff responsibility to organise access to the** following | |
|  | Child Protection Mandatory Reporting eLearning Module [https://elearn.childlink.com.au](https://elearn.childlink.com.au/) (Certificate of completion to be placed into staff record within 4 weeks of commencement & updated annually) |
|  | Council OHS Induction Date booked \_\_\_/\_\_\_/\_\_\_ http://insite/ELMO  (Completed within 2 weeks of commencement) |

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| **Emergency Information provided:** | |
|  | Location of emergency evacuation plans and procedures |
|  | Location of fire extinguishers, fire blankets |
|  | Fire drill/ lockdown procedures |
|  | Location of emergency phone numbers – how to use phone system, ie outside line, transfer calls (if applicable) |
|  | Location of emergency evacuation bag |
|  | Location of first aid kits / emergency medication kit |
|  | Location of emergency management plan |

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| **OH&S Requirements:** | |
|  | Safe Work Method Statements (SWMS) - contents explained by Service Leader/copy provided (M12/173) |
|  | Sun Protection – when UV level is 3 and above |
|  | How to lodge an OHS Report (M19/7897) electronically via Insite – Home/ Top Tasks/ Report something |

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| **Medical Information:** | |
|  | Immunisation requirements for children |
|  | Children’s Medical Management, Risk Minimisation Plans and Communication Plans (if applicable)  Appendices 13.1 - M14/25994 Appendix 13.2 - M17/95449 |
|  | Children’s Allergy List location (if applicable) |
|  | Children’s/staff medication location/storage |
|  | Medication Records - Administration of medication completed correctly  Appendices 13.5 - M14/30327, Appendix 13.6 - M10/103975 |
|  | Incident, Injury, Trauma and Illness records location/completed correctly Appendix 9.1- M15/7531 |

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| **Program and Practice:** | |
|  | Location of program and planning documentation |
|  | Access to children’s individual records of assessment and learning |
|  | Curriculum planning |
|  | Critical Reflection |
|  | Excursions – including regular outings/ in-service visits |
|  | Supporting students with assessment and placement tasks |

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| **Services Practices:** | |
|  | Supervision – adequate/higher risk areas |
|  | Child /staff ratios are maintained at all times |
|  | Confidentiality – inside and outside of the service at all times |
|  | Hygiene procedures – hand washing/food handling/oral health/cleaning guidelines |
|  | Red Nose Recommendations [www.rednose.com.au](http://www.rednose.com.au) and ACECQA Safe Sleep and Rest Practices https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices |
|  | Respectful Relationships with children, families and colleagues |

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| You have now completed your induction and are ready to get started in your role!  In signing this declaration you have undertaken an induction and are aware of your rights and responsibilities in the work place.  Staff Member Name: Staff Member Signature: Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_  Service Leader’s Name: Service Leader’s Signature: Date:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ |

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