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INDUCTION OF NEW EDUCATORS POLICY

QUALITY AREA 4: STAFFING ARRANGEMENTS

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National Quality Standard (NQS)

Quality Area 4: Staffing Arrangements

4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships

Quality Area 7: Governance and Leadership

7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
136	First aid qualifications
145	Staff record
146	Nominated Supervisor
147	Staff members
148	Educational Leader
151	Record of educators working directly with children

Introduction

Induction is the first step in building a two-way relationship between Woden Early Childhood Centre (WECC) and the new educator. The transition to the new workplace is made easier and more effective for both the new educator and the employer if there is an effective induction process.

This procedure covers the process of induction and what needs to be covered, from the first day settling in to the probation period.

The induction process may need to be adapted, dependant on the role: for example, permanent, casual educators, or educators with special requirements. Certain Supervisor responsibilities may be delegated to an appropriate delegate.

WECC educators returning to work after a leave of absence of six months or more will be taken through the induction process as stated in this policy. This does not apply to educators who are returning to work after a work-related injury. For those educators, the *Return to Work (Work Related Injuries)* policy applies.

Scope

This policy applies to staff, management and educators of the Service.

Goals – What are we aiming to do?

This policy was developed to ensure that new educators receive necessary levels of information and initial training to enable them to perform their duties effectively as soon as possible following commencement of employment. This is essential to the quality of care of children. this induction policy outlines the requirements for induction within the first week of employment. Ongoing training and development is the subject of the *Staff development and review* policy.

Objectives

- to comply with the regulatory environment
- to provide new educators with the necessary training and information about their role and the culture of WECC to ensure a smooth transition into their new position. This also assists with the retention of new educators
- to ensure new educators feel welcome and part of WECC
- to build loyalty through an effective induction process, setting clear expectation and providing ongoing training and feedback
- to give educators an opportunity to discuss and set career development goals for themselves and their

rooms

Responsibility

The following people have a responsibility in relation to this procedure:

- Nominated Supervisor or Director
- Assistant Director and Educational Leader
- Room Leaders

The Nominated Supervisor or Director may delegate the orientation process to the Assistant Director or Room Leaders as appropriate.

Strategies – How will it be done?

1. on or before commencement of employment

The Nominated Supervisor or Director will schedule and conduct a paid induction session for the new educator. The induction session will include briefings in relations to all items listed on WECC's orientation checklist these include:

- WECC's vision and philosophy
- WECC's management structure
- staff handbook
- copy of the *Keeping Children and Young People Safe* booklet
- brief description on all policies, including:
 - Behaviour guidance policy
 - Child protection policy
 - Workplace health and safety policy
 - Harassment-free workplace policy
 - Grievances and complaints management policy
 - Code of conduct policy
 - Infectious disease policy
 - Emergency and evacuation policy and procedures
 - Anaphylaxis Management policy
 - Asthma Management policy
 - Smoke-Free Environment policy
- WECC expectations regarding communication with parents and communication strategies used in WECC
- performance expectations, including promptness, absence notification, staff meetings, communication with staff and dealing with conflict
- location of information on Awards, Enterprise Agreement (EA) and Workers' Compensation
- procedures for signing in and out and completing timesheets
- location of relevant keys and signing of key register if a WECC key is given
- all required forms will be given to the educator, including:
 - tax file declaration
 - emergency contact
 - bank details
 - working with vulnerable people check
 - memberships of superannuation fund
- the relevant work schedule for the new educator will be signed
- WECC's probation procedures will be explained
- the new educator will be introduced to all educators in WECC

- the new educator will be given a tour of WECC and all facilities
- around the end of the first week of employment, a further meeting will be held with the new educator to clarify any questions and to check on understanding of performance requirements

2. The Nominated Supervisor or Director

The Nominated Supervisor or Director will meet and greet the new educators on the first day. During the meeting, the Nominated Supervisor or Director will cover the first section of the Staff Induction Checklist and will take the new educator on a tour of the Centre, introducing them to other educators, showing the facilities available and the locations of the emergency exits, first extinguishers and first aid boxes.

Within two (2) working days of commencement, the Nominated Supervisor or Director is to ensure that the new educator has read, completed and, where relevant, signed the following documents

- letter of appointment
- position description
- choosing super fund form
- employee action form
- tax declaration form
- Fair Work Australia information statement
- Working with Vulnerable People Check form

Please note:

- if these documents are not obtained within two (2) working days, educators may miss out on the timely payment of their wages
- these documents must be scanned and sent to North Belconnen Community Association (NBCA), as soon as possible. This will be the responsibility of the Nominated Supervisor or Director

3. Supervisor

The supervisor of the new educator¹ completes the Staff Orientation Checklist (Appendix 1). The supervisor may also choose to develop a specialised induction training to ensure that new educators are adequately familiarised with key information relating to their rooms. If this is to be done, it must be recorded on the Staff Orientation Checklist.

4. Probationary period

All permanent full-time and part-time educators are subject to a probationary period. This information will have been communicated to applicants at point of interview and documented in their letter of appointment. It is essential that the educator's supervisor uses this time as an opportunity to monitor educator performance and suitability to the position. It is also an opportunity for the new educator to learn more about WECC and affirm their own suitability to the position.

If the supervisor has any issues relating to the performance of an educator during their probationary period they are to discuss the matter with the Nominated Supervisor or Director as soon as possible.²

During the probationary period, the educator's supervisor must meet with the new educator at least bi-

¹ The employee's supervisor is their Room Leader. If the new employee is a Room Leader, their supervisor is the Director.

² If the Director is the supervisor, they must discuss these concerns with a member of the Management Committee Executive.

monthly to monitor performance and ensure that the new educator is well supported in the workplace. The dates of these reviews are to be reflected on the Staff Induction Checklist and signed off by the supervisor. If an educator's performance is not meeting required standards, these probationary reviews must be documented. The supervisor must ensure that all reviews under the probationary period are conducted before the period has expired. At the final probationary review meeting, the supervisor and Director are required to confirm to the educator that they have successfully completed their probationary period.

Once the Staff Orientation Checklist has been completed by the supervisor and the new educator, it must be signed and returned to the Nominated Supervisor or Director. The induction program must be completed within six (6) months of joining WECC. Completion of the induction program confirms that WECC has provided certain key areas of information such as that pertaining to workplace health and safety.

5. Procedure

There may be a need to adapt the induction process dependant on the role. For example, temporary and/or casual educator, or educators with special requirements, may participate in a different induction process. Certain supervisor responsibilities may be delegated to an appropriate delegate. Any variation from the standard induction procedure will be at the discretion of the Nominated Supervisor or Director.

To assist in preparing and taking the new educator through the induction process, there is a Staff Orientation Checklist.³ It is important for the new educator's supervisor to begin working through the form prior to the educator's commencement date to ensure ease of starting on their first day.

Evaluation

The induction process for educators will ensure that the new educator feels a sense of ease and welcome during their commencement at WECC.

Related policies /documents

- *Staff development and review*
- *Staff recruitment*

Statutory legislation and considerations

- Nil.

Sources and references

- Supervisor guide to induction - <https://www.hr.unsw.edu.au/employee/orientation/supervisorguide.html>

Authorisation

Jennifer Hayes
President
2019 WECC Management Committee

³ This form is to be completed by the Nominated Supervisor or Director, unless delegated to the new employee's supervisor.

Woden Early Childhood Centre

Staff member's name start date

Staff Orientation Checklist - Area	Person Responsible	Date Complete	Initial
Overview of the Centre: <input type="checkbox"/> Vision and Philosophy <input type="checkbox"/> Management Structure <input type="checkbox"/> Policy development			
Staff Handbook and relevant handouts			
Duty Statement and Work Schedule			
Relevant policies discussed including: <input type="checkbox"/> Behaviour Guidance Policy <input type="checkbox"/> Child Protection Policy <input type="checkbox"/> Workplace Health and Safety Policy <input type="checkbox"/> Harassment free workplace Policy <input type="checkbox"/> Complaints and feedback Policy <input type="checkbox"/> Anaphylaxis Management Policy <input type="checkbox"/> Asthma Management Policy <input type="checkbox"/> Smoke-Free Environment Policy			
Centre Communication strategies			
Communicating with parents and maintaining confidentiality			
Evacuation and Lockdown Policies and Procedures			
Performance expectations: <input type="checkbox"/> Notifying absences <input type="checkbox"/> Being on time <input type="checkbox"/> Staff meetings <input type="checkbox"/> Resolving conflict <input type="checkbox"/> Staff Representative on Committee			
Signing in and out and timesheets.			
Location of information such as: <input type="checkbox"/> Awards <input type="checkbox"/> EA <input type="checkbox"/> Workers Compensation Folder <input type="checkbox"/> Staff leave records			
Completion of relevant records: <input type="checkbox"/> Tax File number <input type="checkbox"/> Emergency details sheet <input type="checkbox"/> Staff Immunisation records <input type="checkbox"/> Superannuation membership <input type="checkbox"/> Working with Vulnerable People Card			
Centre keys and lock up procedures.			
Use of centre phones and mobiles.			