

## **Policy Statement**

Activity Centres Incorporated aims to ensure that new Staff have been inducted into the workplace and are made to feel welcome as a valued member of the organisation.

ACI aims to provide new and returning families sufficient time for orientation into the Service, allowing the family to communicate about their child's individual needs and to be made feel welcome as an important part of our Service.

ACI believes that orientation is a valuable time for all persons involved to share information and set down expectations between families and Staff.

## **Considerations**

- ✓ Education and Care Services National Regulations 2011 (current version 1 February 2018)
  - 168 Education and Care Services must have policies and procedures
  - 157 access for parents
- ✓ Education and Care Services National Law 2012
- ✓ Education and Care Services National Quality Standards 2011 (current version 2018)
- ✓ My Time Our Place
- ✓ Activity Centres Incorporated Policies & Procedures
- ✓ Work Health & Safety Act 2011
- ✓ Work Health & Safety Regulation 2011

## **Procedures**

### **New Staff**

- ✓ It is the Management Committee & Manager's responsibility to have new Staff members complete an employment pack and allow sufficient time during the interview process to discuss expectations, nature of work, any risks associated with the work and any training that may be required for the Staff member to conduct their duties while at work
- ✓ It is the Management Committee & Manager's responsibility to ensure that every new Staff member is provided time for an induction into the workplace and any hazards are identified
- ✓ It is the Managers responsibility to ensure that any new Staff member holds a current Working With Children Check and presents the relevant information before commencement of work.
- ✓ It is the Managers responsibility to ensure that every new Staff member is presented with a letter of offer together with their job description and a Staff Handbook before they commence work.
- ✓ New Staff members are allowed non contact time (wherever possible) for induction into the workplace.
- ✓ The Service will use an Orientation Package to ensure that every important aspect of the Service's operations and procedures is discussed.
- ✓ It is the Managers responsibility to ensure that the new Staff members details are given to the Book Keeper for payroll etc.
- ✓ It is the Managers responsibility to ensure that a copy of the new Staff members personal information is sent to each Service for filing in to the Services Emergency Folder.
- ✓ A probation period of three months will determine if the new Staff member is a suitable fit to the position and Organisation.
- ✓ After the Staff members probation period is over, a time is made for both parties to discuss any concerns or ask questions about performance and expectations.

### **New Child/Family**

- ✓ It is the Management Committee & Managers responsibility to ensure that Enrollment forms & Family hand books meet the current regulations and follow the Organisations current Policies and Procedures.
- ✓ Families will be advised of our Organisations current Policies & Procedures and where to access the Policy manual via hard copy at the Services and on the Organisations website.
- ✓ Families have access to the Family handbook on the Organisations website.
- ✓ Families have access to our online enrolment form and process on the Organisations website.

- ✓ For children that may have additional needs, the additional needs form will be completed and the Manager to be informed if the Service needs to apply for additional funding.
- ✓ For Families that have children with medical conditions, a copy of the Medical Conditions Policy will be given to them before commencement of care so that the Services Staff understand how to assist the child if an emergency occurs.
- ✓ The Service encourages the families to allow sufficient time for orientation for themselves and their child/ren before they commence care at any Service. This allows the sharing of information, opportunity to voice expectations between parents and the Service, conduct a tour of the premises, which will include introductions to other Staff, children and families at the Service and highlight specific policies and procedures.
- ✓ Families are encouraged to talk to Staff about any concerns that they have. Staff are to make themselves available on request or via an appointment for more in-depth talks.

### ***Checklist for Staff***

- ☑ New Staff must supply the Service with completed employment pack, including emergency contacts. Staff member must return a signed copy of the statement of duties and/or workplace agreement.
- ☑ New Staff members are given a shift (wherever possible) were they don't form part of the Staff to children ratios to allow time to ask questions and be guided by the coordinator as to what is expected of them.
- ☑ Coordinators are encouraged to assist new Staff to ask questions and provide guidelines to meet the Service's expectations.
- ☑ Coordinators must ensure families have fully completed an online enrolment and received payment of the bond & enrolment fee that must be paid before the child's first day of care.
- ☑ Families need to be explained the relevant policies for example when fees are due or if the child has a medical condition and that the Medical Conditions Policy has been given to the family.
- ☑ Children with additional needs will have an additional needs form completed, and if required, additional funding will be applied for.

\_\_\_\_\_ end of policy \_\_\_\_\_

\_\_\_\_\_

Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 30<sup>th</sup> May 2018**

**Orientation Policy is to be reviewed by the 30<sup>th</sup> May 2020**