

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.

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 employment together with their job description and a Staff Orientation 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 processed for payroll etc.
- ✓ It is the Managers responsibility to ensure that a copy of the new Staff members personal information including emergency contacts are 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

- ✓ Families will be advised of our Organisations current Policies & Procedures and where to access the Policies on the Organisations website.
- ✓ Families have access to our online enrolment form and process on the Organisations website.
- ✓ 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.
- ✓ 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 Staff understand how to assist the child if an emergency occurs.
- ✓ Families are encouraged 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.

Considerations

Education and Care Services National Law

172	Offence to fail to display prescribed information
175	Offence relating to requirement to keep enrolment and other documents

Education and Care Services National Regulations

85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
98	Telephone or other communication equipment
99	Children leaving the education and care services premises
102	Authorisation for excursions
102D	Authorisation for service to transport children
107	Space requirements – indoor space
108	Space requirements – outdoor space
109	Toilet and hygiene facilities
111	Administration space
112	Nappy change facilities
113	Outdoor space – natural environment
155	Interactions with children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and safety	2.1 Health	2.1.1 Wellbeing and comfort
		2.1.3 Healthy lifestyle
	2.2 Safety	2.2.1 Supervision
QA3 Physical environment	3.2 Use	3.2.1 Inclusive environment
		3.2.2 Resources support play based learning
QA4 Staffing arrangements	4.1 Staffing arrangements	4.1.1 Organisation of Educators
QA5 Relationships with children	5.2 Relationships between children	5.2.1 Collaborative learning
QA6 Collaborative Partnerships with families and community	6.2 Collaborative partnerships	6.2.3 Community engagement
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management Systems

Activity Centres Inc. Policies and Procedures

Building and Premises	Physical Environment
Child Protection	Programming
Child Safe Environment	Reporting to Regulatory Authority
Comfort	Management Committee
Delivery and Collection of Children	Medical Conditions
Emergency	Medication Administration
Enrolment	Nutrition
Equipment and Maintenance of Equipment	Physical Environment
Excursion	Programming
Fee	Sleep and Rest for Children
First Aid Policy – Management of Incident, Injury, Illness and Trauma	Sun Protection
Grievances and Complaints Management	Supervision
Hours of Operation	Toileting and Nappy Change
Immunisation	Vacation Care
Inclusion	Work Health and Safety

My Time, Our Place

Outcome 1: Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported Children develop their autonomy, inter-dependence, resilience and sense of agency
Outcome 3: Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children become strong in their social and emotional wellbeing Children take increasing responsibility for their own health and physical wellbeing

Early Years Learning Framework

Outcome 1: Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
Outcome 3: Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing

Legislation

Child care provider handbook: The enrolment process

Websites

www.dese.gov.au/child-care-package

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Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 1st November 2022

Orientation Policy is to be reviewed by the 1st November 2026