

POLICY – INDUCTION & ORIENTATION

1.	National Quality Standards	1
2.	Purpose	1
3.	Scope	2
4.	Probationary Period	2
5.	Induction and Orientation	2
8.	Approval and Review Details	4

1. National Quality Standards

Quality Area 2: Collaborative Partnerships		
Area	Concept	Descriptor
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.
Quality Area 5: Relationships with Children		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
Quality Area 7: Governance & Leadership		
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinators and staff members’ performance is regularly evaluated, and individual plans are in place to support learning and development.

2. Purpose

- 2.1 Baringa aims to ensure the most suitably qualified, experienced and reliable staff are employed at our service. By providing an efficient and effective induction and orientation program we aim to ensure employees have the skills and knowledge to perform their roles confidently.
- 2.2 An effective induction and orientation program provides a formal process to provide new employees with information regarding service policies, procedures and practices. An induction and orientation program is available for all new employees and employees returning to work after a period of absence to ensure a smooth integration into our Service.
- 2.3 We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law and National Regulations, Children and Young Persons Act,

Fair Work Act and Anti-Discrimination Act. The National Quality Framework states that a comprehensive induction process plays a critical role in creating and maintaining a positive and professional culture.

3. Scope

3.1 This policy applies to educators, staff, management, and visitors of Baringa.

4. Probationary Period

4.1 All new employees are subject to a probationary period of three (3) months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee.

4.2 The probationary period is a condition of employment for all new employees. During this time employees will receive advice, training and guidance to help them become familiar with and competent in, performing the work they have been appointed to do. The appointment is subject to the satisfactory completion of the probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

4.3 During the probationary period an induction and orientation program will be initiated with the new employee. This allows the new employee an opportunity to understand the expectations and standard of conduct required to pass the probationary period.

4.4 The probationary period may be extended at the end of three (3) months for an additional three (3) months if any conduct or performance concerns are identified. If concerns are raised during the probationary period or if a decision to end the employee's employment within the employment period is made, the employee will receive the appropriate notice and receive the termination of employment in writing.

4.5 The employee may terminate employment within the probationary period by providing the appropriate notice in writing. The employer may terminate employment within the probationary period by providing the appropriate notice. A termination of employment letter will state the reason of termination, notice period and the date of the employees last day of employment.

4.6 At the end of the probationary period, Centre Director or appointed nominee will advise if the employee has successfully completed the probationary period.

4.7 Employees, full time and part time, will accrue and are eligible to access paid leave entitlements during the probationary period such as annual leave and sick leave. If an employee does not pass their probation period any unused annual leave entitlements will be paid out.

5. Induction and Orientation

5.1 Baringa is committed to providing an induction program to ensure the smooth integration of new employees. The Centre Director or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process.

5.2 An induction checklist will be used to support this process, which explains an employee's responsibility to know the policies, procedures and practices within Baringa and their duty of care obligations to ensure the safety and wellbeing of all children.

5.3 On the first day of employment the Centre Director or assigned nominee will ensure the new employee has completed all relevant administrative paperwork.

5.4 The induction and orientation program will work alongside the probation period. It is expected the induction and orientation program will be performed during the three (3) month probation period.

5.5 The new employee will be required to read the centre's policies and procedures as part of the induction and orientation program. These include, but are not limited to, the following key policies:

(a) Child Protection Policy

- (b) Child Safe Environment Policy
- (c) Sick Staff Policy and Procedure
- (d) Code of Conduct Policy
- (e) Behaviour Guidance Policy
- (f) Educational Program Policy
- (g) Work Health and Safety Policy
- (h) Privacy and Confidentiality Policy
- (i) Emergency Evacuation Policy
- (j) Medical Conditions Policy
- (k) Incident, Injury, Trauma and Illness Policy
- (l) Dealing with Complaints Policy
- (m) Grievance Policy

- 5.6 During the induction and orientation program, new employees will be advised of any children with a health care need, allergy or relevant medical condition. The Centre Philosophy, Staff Handbook, Code of Conduct and the Early Childhood Code of Ethics will be shared with the new employee during the induction and orientation program.
- 5.7 All new employees will be appropriately trained and informed of workplace health and safety policies and procedures before commencing employment, such as hazard and incident forms and reporting procedures, use of PPE equipment, location of fire safety equipment, emergency and evacuations procedures (including lockdowns), location and use of Safety Data Sheets (SDS), any WorkCover information, security procedures and location of first aid kits as described in the New Employee Induction Checklist.
- 5.8 As part of the induction and orientation program, the Centre Director or assigned nominee will provide opportunities for discussing and unpacking the following key documents:
- (a) Education and Care Services National Law and National Regulations
 - (b) The National Quality Standard
 - (c) Belonging, Being and Becoming: The Early Years Learning Framework
 - (d) Early Childhood Australia- Code of Ethics
 - (e) National Principles Child Safe Organisations -Child Safe Standards
 - (f) Reportable Conduct Schemes

6. Implementation

- 6.1 All new employees will be required to complete a paid orientation session. Prior to the session, the employee will be required to provide their valid Working With Vulnerable Person card (WWVP) or a registration receipt.
- 6.2 Upon arrival, the new employee will be provided with time to complete all required documentation as outlined in the Induction Checklist
- 6.3 Once completed, the employee will have three months to complete their induction checklist including reading and understanding of our policies and procedures
- 6.4 The new employee will be assigned a mentor during this period. The mentor is designed to support the new employee for questions and queries.
- 6.5 At the end of the three months, the Induction Checklist will be reviewed and signed by the Centre Director/Nominated Supervisor. If there are no concerns, the new employee will have completed their probational period.

7. Feedback

- 7.1 Families and staff may provide feedback about this document by emailing admin@baringa.org.au.

8. Approval and Review Details

Approval and Review	Details
Approval Authority	Executive Officer
Administrator	Centre Management

History	Details
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