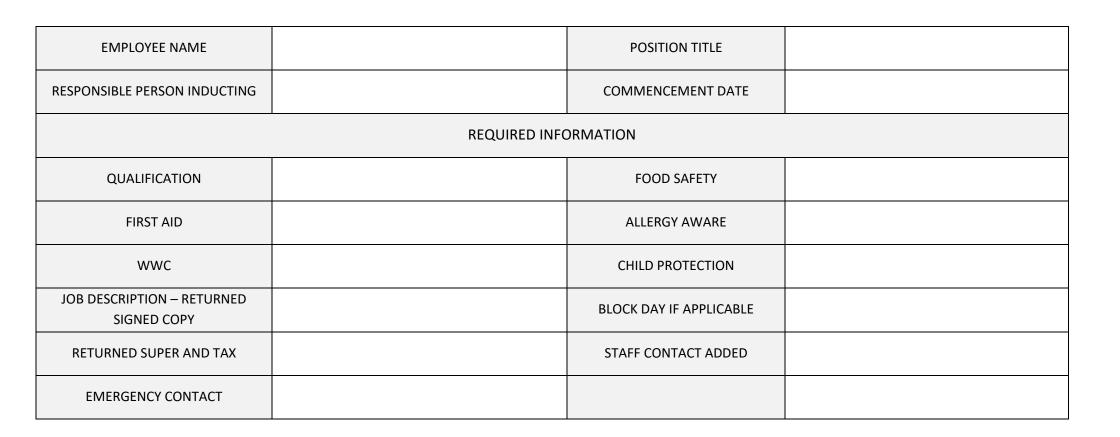


NEW EMPLOYEE INDUCTION CHECKLIST



Onboarding	COMPLETED	DATE COMPLETED	REQUIRED ACTION (If applicable)	RESPONSIBLE PERSON INITIALS	EMPLOYEE INITIALS
Job description physically given (as per appointed role & not on HR)					
Confirmation of Employment (or contract)					
Code of Conduct discussed					
Working with Children Check			WWCC#		
Sign In/Out Requirements					
Management structure					
Responsible person / process					
Tour of Service / Bathroom facilities / Locker					
Education & Care Services National Law & Regulations					
The National Quality Standard					
Belonging, Being and Becoming: Early Years Learning Framework					
Early Childhood Code of Ethics					
Building access					
Leave application process					
Breaks					
Parking					
Service Philosophy					
Uniform Policy/Dress Code/Hat					

SERVICE POLICIES and PROCEDURES	COMPLETED	DATE	REQUIRED ACTION	SUPERVISOR	EMPLOYEE
SERVICE POLICIES and PROCEDORES	CONTRETED	COMPLETED	(If applicable)	INITIALS	INITIALS
Child Protection Policy					

Sick Leave Policy and Procedure			
Confidentiality Policy and Procedure			
Code of Conduct Policy			
Behaviour Guidance Policy			
Educational Program Policy			
Work Health and Safety Policy			
Privacy & Confidentiality Policy			
Emergency Evacuation Policy			
Medical Conditions Policy			
Grievance Policy			
Safe Transportation Policy			
Health and Hygiene Policy			
Entire service policies and procedure manual shown and accessible			

WORK HEALTH and SAFETY	COMPLETED	DATE	REQUIRED ACTION	SUPERVISOR	EMPLOYEE
WORK REALIN and SAFETT	COMPLETED	COMPLETED	(If applicable)	INITIALS	INITIALS
Shown hazard and incident reporting procedures, including location					
of forms that need to be completed and maintenance record					
Shown incident/injury reporting procedure including location of					
forms					
Informed of location and use of fire fighting and emergency					
equipment					
Advised of emergency procedures, including emergency exits,					
assembly points and who to contact					
Shown the location of Safety Data Sheets (SDS) for hazardous					
substances					
Discussed general housekeeping procedures					

Discussed Probationary period and orientation program			
Advised of termination of employment conditions			
Informed of security procedures			
Shown location of First aid kits			

SERVICE INDUCTION	COMPLETED	DATE COMPLETED	REQUIRED ACTION (If applicable)	SUPERVISOR INITIALS	EMPLOYEE INITIALS
Rosters/ Shift times					
Staff Meetings					
Equipment and resources					
Daily Routines					
Service Menu					
Children with medical management plans, including location of epi- pens/asthma inhalers					
Children with dietary requirements					
Use of mobile phone					
Use of service software program for communication with families					
Staff contacts					
Shift duties					
Discussion of court orders in place					
Safe Transportation of Children procedures (if applicable)					
Child Protection Law and mandatory reporting obligations					

	COMPLETED	DATE	REQUIRED ACTION	SUPERVISOR	EMPLOYEE
INTRODUCED TO KEY PEOPLE		COMPLETED	(If applicable)	INITIALS	INITIALS
Nominated Supervisor and Responsible Person/s					
Educational Leader					

CHEMELLO GROUP

Room Leaders and Educators			
Kitchen staff			

CURRICULUM		DATE	REQUIRED ACTION	SUPERVISOR	EMPLOYEE
CORRICOLOW	COMPLETED	COMPLETED	(If applicable)	INITIALS	INITIALS
Day Book					
Individual Observations					
Fortnightly Reflections					
Monthly Reflections					
Educators Space – Facebook					
Upcoming Events					
Have been given and shown curriculum planning guide					

DATE	REQUIRED ACTION	SUPERVISOR	EMPLOYEE
COMPLETED	(If applicable)	INITIALS	INITIALS
COMPLETED		COMPLETED	

I acknowledge I have participated in this induction checklist with the Nominated Supervisor/ Responsible Person					
CONDUCTED BY (Inductor):		SIGNATURE		DATE CONDUCTED	

CHEMELLO GROUP		

CONDUCTED BY (Inductee):	SIGNATURE	