



NEW EMPLOYEE INDUCTION CHECKLIST



EMPLOYEE NAME		POSITION TITLE	
RESPONSIBLE PERSON INDUCTING		COMMENCEMENT DATE	
REQUIRED INFORMATION			
QUALIFICATION		FOOD SAFETY	
FIRST AID		ALLERGY AWARE	
WWC		CHILD PROTECTION	
JOB DESCRIPTION – RETURNED SIGNED COPY		BLOCK DAY IF APPLICABLE	
RETURNED SUPER AND TAX		STAFF CONTACT ADDED	
EMERGENCY CONTACT			

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

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

Room Leaders and Educators					
Kitchen staff					

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

ACTION PLAN – ANY FURTHER ITEMS TO BE DISCUSSED AND FOLLOW UP	COMPLETED	DATE COMPLETED	REQUIRED ACTION (If applicable)	SUPERVISOR INITIALS	EMPLOYEE INITIALS

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

CONDUCTED BY (Inductee):		SIGNATURE		
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