



Coowarra Out Of School Hours Care Service Inc

Staff Orientation Policy

POLICY STATEMENT

Staff orientation is an important process in ensuring staff are fully equipped to carry out their duties in the best possible way. An orientation process will be developed and carried out for all employees in the centre. Providing them with a clear understanding about the service and its operations and their expectations within the centre.

PROCEDURE

A member of Management or Co-ordinator will conduct the orientation process as soon as possible, after the applicant has accepted the position.

The orientation process will include:

- Introductions to existing staff and management.
- Guided tour of the service.
- Being shown where all relevant records are kept.
- Discussion about working arrangements and expectations, including professional code of conduct and duty of care.
- Information about the review and appraisal system.
- Opportunity to ask any questions regarding the centre or expectations.

The new staff member will be provided with the following information:

- Centre operation and hours.
- Information on where to access the service philosophy and policies.
- Staff handbook.
- Centre's code of conduct.
- Job description.
- Emergency procedure duties.
- Terms and conditions of employment.
- Superannuation information and forms.
- Taxation forms.
- Probation period and review and appraisal procedure.
- Appropriate lines of communication with staff and management.

After the period of one week the staff will sit down with the Co-ordinator to address any further issues they may have once they have been in the centre.



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It is the Coordinators responsibility to have new Staff members complete an employment forms 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 Coordinators responsibility to ensure that every new Staff member is provided time or an induction into the workplace and any hazards are identified

It is the Coordinators responsibility to ensure that any new Staff member holds a current Working With Children Check and presents the relevant information before commencement of work.

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.

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
National Law and Regulations	QA4 Staffing arrangements	<ul style="list-style-type: none">- Staff Handbook- Service policies- Children's services award 2010- My Time Our Place- Work Health and Safety Act 2011

UPDATED AND ENDORSED: December 2022

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