



# INDUCTION POLICY

Mandatory - Quality Area 4

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## PURPOSE

The purpose of this policy is to ensure that new employees, volunteers and students have a smooth transition into the organisation and their roles.

This policy should be read in conjunction with the following service policies:

- *Code of Conduct Policy*
- *Determining Responsible Person Policy*
- *Participation of Volunteers and Students Policy*
- *Staffing Policy*

## POLICY STATEMENT

### 1. VALUES

Kensington Community Children's Cooperative is committed to inducting all new employees, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new employees and volunteers to learn about the organisation, its culture and the requirements of their role that shall:

- Ensure that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- fulfilling a duty of care to all children attending the service
- providing accountable and effective staffing and management practices
- welcome the new staff member, student or volunteer by providing personal and professional support and demonstrating commitment to them
- integrate the new staff or volunteer into the workplace
- allow the new staff member or volunteer to assimilate information about KCCC and their role within it
- ensure the new staff member or volunteer understands their role and the expectations of them
- provide important information and resources that will assist the new staff member or volunteer in fulfilling their duties
- enable the new staff member or volunteer to be independent and proficient in their jobs soon as possible to provide a quality educational program that meets the needs of children and families in the community
- complying with current legislation in relation to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*.

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, other staff, students on placement and volunteers at Kensington Community Children's Co-operative Ltd.

## 3. BACKGROUND AND LEGISLATION

### Background

Research has demonstrated that the employment of appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children. "Those with higher qualification levels and standards of training are better equipped to provide improved learning environments and mentor educators in quality practices, leading to better outcomes for children" (*Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*). The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*Victorian kindergarten policy, procedures and funding criteria* – refer to *Sources*).

A current list of approved qualifications is available on the Australian Children's Education and Care Quality Authority (ACECQA) website (refer to *Sources*). Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator. Application forms are available on the ACECQA website and a fee is required for processing an application.

In addition, current legislation requires at least one educator who holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being educated and cared for by the service. These qualifications must be updated as required, and details of qualifications must be kept on an individual's staff record. As a demonstration of duty of care and best practice, KCCC recommends **all educators** have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

It is essential that all educators and other adults engaged to work directly with children are provided with opportunities to learn and develop new skills in relation to supporting the learning and development of young children. Such opportunities can arise when more qualified and experienced educators offer guidance and feedback to other educators. Opportunities for professional development are also crucial for all educators to ensure that their work practice remains current and relevant to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) (refer to *Sources*).

Staff are required to actively supervise children at all times when children are in attendance at the service (refer to *Supervision of Children Policy*). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, and these ratios are based on the ages and number of children at the service. Only those educators working directly with children (refer to *Definitions*) can be counted in the ratio.

To ensure that children are protected from harm while participating in service programs, all educators and staff are required by law to have and maintain a Working with Children (WWC) Check or a criminal history record check (refer to *Definitions* and *Sources*). This also applies to volunteers and students unless they are working under the direct supervision of an educator who is over 18 years of age and holds, or is actively working towards (refer to *Definitions*), an approved diploma-level education and care qualification (Regulation 358).

Parents/guardians and family members closely related to children attending the service are exempt from needing a WWC Check.

This policy should be read in conjunction with the following service policies:

- *Code of Conduct Policy* – management, co-ordinators, educators, staff, students on placement and volunteers are required to be respectful and ethical at all times. This policy explains the responsibilities of all parties in relation to one another, to children and families using the service, and to individuals and organisations in the wider community.
- *Determining Responsible Person Policy* – legislation requires all approved services to ensure that a Responsible Person is physically present at all times the service is educating and caring for children. The Responsible Person is either the Approved Provider, or the Nominated Supervisor or Certified Supervisor who has been placed in day-to-day charge of the service. This policy provides guidelines to determine the Responsible Person at the service.
- *Participation of Volunteers and Students Policy* – this policy provides guidelines for the engagement and participation of volunteers and students at the service, while ensuring that children's health, safety and wellbeing is protected at all times.
- *Staffing Policy* – this policy provides direction on the staffing requirements for Early Years Services.

## Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 12, 13, 14, 161, 162, 165, 169
- *Education and Care Services National Regulations 2011*: Regulations 14, 15, 16, 46, 47, 48, 49, 83, 84, 118, 120, 121–123, 125–126, 129–135, 136, 137–143, 145–152, 355, 357, 358, 360–364
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009*
- *Information Privacy Act 2000* (Vic), as amended 2011
- *National Quality Standard*, Quality Area 4: Staffing Arrangements
  - Standard 4.1: Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing
  - Element 4.1.1: Educator-to-child ratios and qualification requirements are maintained at all times
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Privacy Act 1998* (Cth), as amended 2011
- *Working with Children Act 2005* (Vic)
- *Working with Children Regulations 2006* (Vic)

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Regulatory Authority, National Law, National Regulations etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children

- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Approved first aid qualification:** A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

**Certified Supervisor:** An educator with a Supervisor Certificate (in accordance with the National Regulations) who may consent to being placed in day-to-day charge of the education and care service. The designation must be made by the Approved Provider or the Nominated Supervisor and accepted in writing by the Certified Supervisor. A Certified Supervisor placed in day-to-day charge of a service **does not** have the same responsibilities under the National Law as the Nominated Supervisor. Applications for Supervisor Certificates are assessed by the Regulatory Authority.

**Criminal history record check:** A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to *Sources*), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.

**Early childhood teacher:** A person with an approved early childhood teaching qualification. Approved qualifications are listed on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Educator:** An individual who provides education and care for children as part of an education and care service.

**Educational Leader:** The Approved Provider of an education and care service must designate, in writing, a suitably-qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the *Early Years Learning Framework* (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.

**Fit and proper:** In determining whether an applicant is fit and proper, the Regulatory Authority must take into account the applicant's history of involvement in education and care services, their compliance with current and prior law, criminal history record check, and any bankruptcy or insolvency issues. The Regulatory Authority may reassess fitness and propriety at any time. Applicants are required to complete the Declaration of Fitness and Propriety form on the ACECQA website and have this approved by the Regulatory Authority. This form must be completed by an individual provider applicant or, in the case of an entity provider applicant, each person with management or control of a service. The form is available at: <http://acecqa.gov.au/application-forms/provider-approvals/> (Note: Under the *Education and Care Services National Law Act 2010*, Section 5, Definitions: "**person with management or control**, in relation to an education and care service, means – (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service".)

**Nominated Supervisor:** A person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

**Responsible Person:** The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or Certified Supervisor who has been placed in day-to-day charge of the service in accordance with the National Regulations.

**Staff record:** A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include qualifications, training and the Working with Children Check (Regulations 146–149).

**Supervisor Certificate:** Allows a person to consent to be the Nominated Supervisor or Certified Supervisor, and be placed in day-to-day charge of an approved service. Applicants must be 18 years or older, be assessed as a fit-and-proper person (refer to *Definitions* above) and meet the minimum requirements for qualifications, experience and management capability required under the Regulations (Regulations 46–49). Applicants for a Supervisor Certificate are assessed by the Regulatory Authority.

**Victorian Institute of Teaching (VIT):** The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the Victorian Institute of Teaching Act 2001. All teachers in Victorian government schools, Catholic schools and independent schools are required to be registered with the VIT in order to practise in their profession.

**Working directly with children:** For the purposes of the National Regulations, working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.

**Working with Children (WWC) Check:** The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card, notice or document (valid for five years), is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- ELAA's *Early Childhood Management Manual* contains additional information and attachments relating to staffing, including sample position descriptions, an induction (staff orientation) checklist and professional development planning and performance review information.
- National *Early Years Learning Framework*:  
[www.deewr.gov.au/earlychildhood/policy\\_agenda/quality/pages/earlyyearslearningframework.aspx](http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx)
- Victorian *Early Years Learning and Development Framework*:  
[www.education.vic.gov.au/earlylearning/default.htm](http://www.education.vic.gov.au/earlylearning/default.htm)
- Victorian *kindergarten policy, procedures and funding criteria*:  
[www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/)
- Working with Children Check unit, Department of Justice – provides details of how to obtain a WWC Check: [www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)
- Victoria Police – National Police Record Check:  
[www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

## Service policies

- *Administration of First Aid Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Complaints and Grievances Policy*
- *Curriculum Development Policy*
- *Delivery and Collection of Children Policy*
- *Determining Responsible Person Policy*
- *Excursion Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- ensuring that all staffing meets the requirements of the National Law, National Regulations and the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*) at all times the service is in operation
- complying with current legislation relating to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009*, *Occupational Health and Safety Act 2004* and the *Working with Children Act 2005*
- employing the relevant number of appropriately-qualified educators (refer to *Definitions*). Qualifications must be approved by ACECQA (refer to *Background* and *Sources*) (Regulations 126, 361)
- ensuring that Educators and other staff are provided with a current position description that relates to their role at the service
- developing (and implementing where appropriate) an appropriate induction program for educators and volunteers appointed to the service
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to *Participation of Volunteers and Students Policy*)
- ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service (Regulation 120)
- ensuring all new employees attend an induction on their first day of employment, nominating the area where the induction will be conducted, and ensuring all necessary resources are available
- In cases where a new employee cannot be inducted by the Approved Provider, the Approved Provider must arrange for the Nominated Supervisor or Certified Supervisor to carry out the task.
- An appropriate amount of time and expenditure should be used to ensure that all of the required information is communicated to the new employee, student or volunteer. Such as Occupational Health & Safety requirements, duties to be undertaken, code of conduct, policies in particular mandatory policies including the Excursion Policy and the Supervision of Children Policy. This will ensure that employees can work safely and represent the organisation effectively.



- The Approved Provider should tailor the induction program to suit the needs of the employee(s), student or volunteer being inducted and provide the appropriate information to the new employee(s), student or volunteer.
- The Approved Provider should assign a “mentor” who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff and be involved in giving feedback.
- The Approved Provider is responsible for following up the employee’s induction during the first week, month and three months as indicated on the Induction Checklist (see Appendix A).
- The Approved Provider should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate Manager sign the Induction Checklist on completion.

**The Nominated Supervisor is responsible for:**

- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to Participation of Volunteers and Students Policy)
- ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service (Regulation 120)
- In cases where a new employee cannot be inducted by the Approved Provider, the Nominated Supervisor or Certified Supervisor shall carry out the task.
- ensuring all new employees attend an induction on their first day of employment, nominating the area where the induction will be conducted, and ensuring all necessary resources are available
- An appropriate amount of time and expenditure should be used to ensure that all of the required information is communicated to the new employee, student or volunteer. Such as Occupational Health & Safety requirements, duties to be undertaken, code of conduct, policies in particular mandatory policies including the Excursion Policy and the Supervision of Children Policy. This will ensure that employees can work safely and represent the organisation effectively.
- The Nominated Supervisor should tailor the induction program to suit the needs of the employee(s), student or volunteer being inducted and provide the appropriate information to the new employee(s), student or volunteer.
- The Nominated Supervisor should assign a “mentor” who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff and be involved in giving feedback.
- The Nominated Supervisor is responsible for following up the employee’s induction during the first week, month and three months as indicated on the Induction Checklist (see Appendix A).
- The Nominated Supervisor should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate Supervisor sign the Induction Checklist on completion.
- complying with the service’s *Code of Conduct Policy* at all times
- ensuring the educator-to-child ratios are maintained at all times, that each educator at the service meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, and that details of such training is kept on the staff record
- developing rosters in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to *Participation of Volunteers and Students Policy*)

- ensuring that less experienced educators and others engaged to be working with children are adequately supervised
- ensuring educators who are under 18 years of age are not left to work alone and are adequately supervised at the service

**Certified Supervisors are responsible for:**

In cases where a new employee cannot be inducted by the Approved Provider , the Nominated Supervisor the Certified Supervisor shall carry out the task.

**Certified Supervisors, educators and other staff are responsible for:**

- welcome the new staff member by providing personal and professional support and demonstrating commitment to them
- integrate the new staff member into the workplace
- allow the new staff member to assimilate information about the workplace and their role within it ensure the new staff member understands their role and the expectations of them by their supervisor
- provide important information and resources that will assist the new staff member in fulfilling their duties
- enable the new staff member to be independent and proficient in their jobs soon as possible
- complying with the service's *Code of Conduct Policy* at all times
- undertaking the required induction program following appointment to the service
- adequately supervising children at all times (refer to *Definitions* and *Supervision of Children Policy*)
- ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to *Child Safe Environment Policy*).
- ensuring that they are aware of the mandatory policies including the Excursion and Supervision of Children policies and their obligations that they may have under these policies.
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**Parents/guardians, volunteers and students on placement are responsible for:**

- reading this *induction policy*
- complying with the law, the requirements of the *Education and Care Services National Regulations 2011*, and all service policies and procedures , in particular the Excursion and Supervision of Children Policy
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly check staff records to ensure Working with Children Checks and qualifications are current and complete
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## ATTACHMENTS

NEW EMPLOYEE INDUCTION CHECKLIST

VOLUNTEER INDUCTION CHECKLIST

## AUTHORISATION

This policy was adopted by the Approved Provider of Kensington Community Children's Co-operative Ltd on 23 September 2015.

SIGNED 

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Name: Sigrid Hyett, General Manager,

DEECD Approved Provider appointed person with management and control KCCC

**REVIEW DATE:** 01/04/2017