



Stirling North Childhood Services Centre

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INDUCTION OF STAFF, VOLUNTEERS & STUDENTS PROCEDURES

NQS 7.1.3 Regulation 168 (2) (i) Version 1.11

Stirling North Childhood Services Centre acknowledges the importance of providing new staff and volunteers with an induction process that provides consistency in practice and care.

Management will:

- provide each staff member or volunteer with an induction process which is relevant to their role at the Centre which will include access to the Centre handbook, policies, philosophy, job and person specification, Code of Conduct, Code of Ethics, Workplace, Health and Safety information, National Quality Agenda information, etc. and where relevant, a contract.
- discuss with staff/volunteers upon induction any special needs, relevant cultural beliefs or other health considerations, such as medication, immunisation status, allergies of any of the current children
- develop a process of transition, for example, allowing for meeting times with management to discuss and clarify processes and procedures and/or appointing a mentor plus a tour of the site and its resources
- encourage staff to participate in all aspects of the Centre, for example staff meetings, professional development and Governing Council meetings
- introduce new staff/volunteers to existing staff
- communicate with students/volunteers on practicum placements about the Centre expectations in regard to confidentiality of records
- provide volunteers with access to the DECD Volunteer Policy (if required)

Staff/Volunteers will:

- engage in the induction process
- inform management of any medical, special or cultural needs they have or need
- complete the appropriate personal information forms
- communicate with management regarding the induction process and their understanding of the requirements of their role
- provide a copy of a current screenings required e.g. Working with Children Check, Responding to Abuse and Neglect
- provide a copy of their relevant qualifications e.g. DECD Authority to Teach/Work.

Source:

South Australian Curriculum Standards & Accountability Framework Workplace.

Occupational Health, Safety and Welfare Act 1986. <https://www.legislation.sa.gov.au/>.

National Quality Agenda Volunteers Working in Educational Sites and Settings.

Department for Education – South Australia, Intranet.

Review:

Policy reviewed: September 2023	Next review date: September 2024
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