

Policy Statement

Bourke & District Children's Service's (BDCS) is committed to providing a safe environment for all children where their health, safety and wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of new employees, student and volunteers, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

In keeping with our commitment to ensure the health, safety and wellbeing of children at BDCS, all employees, students and Volunteers required to adhere to all state-based screening requirements and hold relevant working with children clearances.

The aim of our induction and orientation program is to:

- Ensure that new employees, students or volunteers receives accurate information about the BDCS policies and procedures, their role and the expectations of the employer.
- Provide opportunities to answer any questions and allay any concerns the new employee, student or volunteer may have.
- Assist the new employee, student or volunteer to carry out their tasks effectively.
- Build the employee's (student or volunteers') confidence and commitment
- Provide introductions to the staff team which help to foster positive relationships;
 - Create a sense of belonging.
 - Lower recruitment and selection costs due to reduced staff turnover

Induction Procedures – New Employees

Prior to commencement the Administration Officer or Nominated Supervisor will:

- Complete an orientation checklist
- Ensure the inductee has a copy of their employment contract and job description and address any questions they may have regarding these documents, their working arrangements and BDCS expectations of them;

Clarify any details regarding probationary periods and provide information about the staff appraisal policy and procedure;

- Discuss employment procedures such as timesheets; method of salary payments; superannuation; taxation forms;
- Provide the new person with a copy of BDCS handbooks; statement of philosophy; staff code of conduct; and any other work guidelines;

The Nominated Supervisor will:

- Discuss and highlight important policies and procedures with particular reference to work, health and safety; grievance procedures; supervision; child protection, health and hygiene procedures; confidentiality and privacy;
- Ensure that the new person reads and signs the BDCS Confidentiality Agreement;
- Show the new person the location of the policy and procedures manual, a copy of the Education and Care Services National Law Act 2010; the Education and Care Services National Regulations; and the Award/Industrial Agreement;
- Discuss the person's understanding of the National Quality Standard; Early Years Learning Framework and My Time Our Place Learning Framework;
- Advise the new person about the management structure and lines of responsibility, communication with management;
- Show the person around the service and highlight key safety and health features such as fire extinguishers; evacuation plans; fire exits; and first aid kit storage; show the new person where they may store personal items and the location of the staff room; toilets; kitchen; parking procedures; and provide introductions to the other team members;
- Allow the new person to spend some time in their designated work area so they may be introduced to the children, parents and other educators

On-going communication and support

The nominated supervisor will follow up with the new employee one month after the original induction to address any further questions and check the new person is settling happily into the workplace.

The nominated supervisor will continue to provide support and ensure the maintenance and continuity of the preschool's practices and policies until the new person has completed their probationary period, or the nominated supervisor considers they are fully settled into their position at the service.

The new employee will be encouraged to keep a journal and write down any questions they would like to discuss, which will be addressed by the supervisor at regular meetings.

At the end of the probationary period the supervisor will hold an appraisal meeting with the new person to identify their strengths and plan for professional development opportunities.

Inducting Relief or Casual Educator

Relief educators may be required to care for children as soon as they arrive at BDCS with limited time to familiarise themselves with BDCS environment policies and procedures.

In this instance BDCS nominated supervisor will provide the educator with an orientation checklist that provides information on the important information, procedures and practices

that the relief educator needs to be immediately aware of i.e. emergency procedures, location of dangerous products hazards and first aid cupboard.

Where possible the service will maintain a list of permanent relief and casual educators that have undertaken the full orientation process.

Induction of volunteers and students

Bourke & District Children’s Service values volunteer participation as a connection to our local community and exposure to a range of people and experiences

Accepting students on placement is part of our professional responsibility to support our sector and provide valuable experience and learning opportunities.

Strategies / How will it be done?

- All students and volunteers will be required to undertake a working with children check from this date. Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.
- Volunteers and students must not be asked to perform tasks:
 - that they are untrained, unqualified or too inexperienced to undertake
 - that put the children or themselves in a vulnerable or potentially unsafe situation while unsupervised by an employed educator.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<p>Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.</p> <ul style="list-style-type: none"> • ensuring that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected. • ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children. • ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law. • ensuring that the staff record contains information on all volunteers/ students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) check.

Nominated Supervisor	<ul style="list-style-type: none"> • Provide supervision, guidance and advice to ensure adherence to the policy at all times. • Ensuring that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected. • Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children. • Providing volunteers/students and parents/guardians with access to all service policies and procedures. • Ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures.
Role	Authority/Responsibility For
Early Childhood Educators	<ul style="list-style-type: none"> • Complying with the requirement that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected. • Complying with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children. • Enabling parents/guardians of children attending the service to access the service premises at any time the child is being educated and cared for, except where this poses a risk to the safety of children and/or staff. • Encouraging the participation and involvement of parents/guardians at the service.
Student/Volunteer	<ul style="list-style-type: none"> • Ensuring they have provided all details required to complete the staff record. • Undertaking a WWC check and presenting a current WWC check. • Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (refer to Privacy and Confidentiality policy). • Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, including the code of conduct policy, while at the service. • Undertaking the induction process and completing the induction checklist prior to commencement at the service. • Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
Families	<ul style="list-style-type: none"> • Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending the service. • Following the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

Links to other policies

- Grievance Procedures
- Accidents, Emergencies and First Aid
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Grievances and Complaints Policy
- Health Hygiene and Infection Control
- Medication and Medical Condition
- Monitoring, Evaluation and Review
- Staff Appraisal Policy
- Code of Conduct
- Confidentiality and Privacy Policy
- Staff Immunisation Policy
- Grievances and Complaints Policy
- Interaction with Children Policy.
- Guiding Children's Behaviour Policy
- Arrivals and Departures Policy
- First Aid Policy
- Emergency Procedures Policy
- Sun Protection Policy
- Water Safety Policy
- Health Hygiene and Infection Control
- Incident, Injury, Trauma, Illness Policy
- Medication and Medical Conditions
- Work Health and Safety Policy
- Nutrition Policy
- Staff, Student, Volunteer Induction Policy
- Child Protection Policy

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14

days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Sources and references

Children's Service National Law and Regulations

- Chapter 4 – Operational Requirements Part 4.7
- Part 6 National Law

National Quality Standard 2: Children's Health and Safety – Standard 2.2

National Quality Standard 4: Staffing Arrangement – Standard 4.2

National Quality Standard 7: Governance and Leadership – Standard 7.1.2, 7.1.3, 7.2.3

Australian Children's Education and Care Quality Authority (ACECQA)– www.acecqa.gov.au

NSW Office of the Children's Guardian – www.kidsguardian.nsw.gov.au

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**