

STAFF, STUDENT AND VOLUNTEER ORIENTATION

Legislation:

Education and Care Services National Law (WA) Act 2012: 169, 301

Education and Care Services National Regulation Act 2012: 168-171, 185

National Quality Standard: 7.1.2

Occupational Health and Safety Act 1984 <http://www.commerce.wa.gov.au/worksafe>

POLICY STATEMENT:

All new Educators/staff will receive an orientation to Unicare and their position that will provide them with introductions, clear expectations about their working arrangements and explanations about the operations, philosophy, policies and procedures of the Service where possible before commencement of their duties.

Strategies for implementation:

Before commencement all new staff will meet with the Nominated/Certified Supervisor who will:

- *Complete an orientation checklist;*
- *Provide copies of employment contract and position description and discuss the working conditions and expectation of employment.*
- *Clarify details of probationary periods and information regarding performance management.*
- *Provide new educators/staff with a copy of the Staff Handbook which includes the service philosophy and code of ethics. Provide policies and procedures (Unicare Education Cloud and Foyer) and highlight the importance of reading and compliance.*
- *Highlight the importance of confidentiality and ensure educators/staff members read and sign the Confidentiality Agreement.*
- *Inform copies of the Education and Care National Regulations and Law 2012 are available in the staff room for reference.*
- *Discuss pay and work conditions and ensure a copy of the Children's Service 2010 Award is available in the staff room for reference.*
- *Discuss the National Quality Standard and Early Years Learning Framework and provide a copy of the EYLF.*
- *Advise the new staff member about the services management structure and their lines of responsibility and communication with management;*
- *Show the new educator/staff member around the service. Highlight important elements for occupational health and safety and introduce to other staff members.*
- *Allow the staff member to spend some time in their designated work area so they may be introduced to the children, parents and other caregivers.*
- *Clarify any questions in regard to the employee's contract and conditions of employment.*

- *Where possible Unicare will aim to ensure educators are employed prior to educators leaving to ensure an effective handover takes place. New educators will be teamed with experienced Educators to ensure maximum support is available.*
- *The Director /Assistant Director will continually communicate with new educators and mentors to ensure educators are orientated comfortably into the service. Every effort will be made to ensure educators are fully supported.*
- *Towards the end of the 3 month probationary period an appraisal with the Director will take place to discuss strengths and plan for professional development opportunities.*
- *Students and volunteers will undergo an orientation. (refer to student information pamphlet)*
- *A mentor will be appointed to ensure they are supported.*
- *Students and volunteers will always be supervised by a suitably qualified educator who is at least 18 years of age when they are in the direct care of children.*