



Woolooware Outside School Hours Care

(02) 9523 9971
34 Wills Road, Woolooware, 2230
info@woshc.com
accounts@woshc.com

STAFF ORIENTATION AND INDUCTION POLICY

POLICY STATEMENT

Woolooware Outside of School Hours Care believes 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.

CONSIDERATIONS

National Quality Standard 7
My Time Our Place
Staff Awards and Conditions.

PROCEDURES

A member of the Approved Provider or the Nominated Supervisor 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, children, families and Parent committee members.
- A guided tour of the service.
- Being shown where all relevant records / policies 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.
- The service philosophy and shown the WOSHC policies.
- Parent information book.
- Educators Handbook
- Centre's code of conduct.
- Job description.
- Emergency evacuation procedure and duties.
- List of current staff and management and their positions.
- Terms and conditions of employment.
- Superannuation information and forms.
- Taxation forms.
- Appropriate lines of communication with staff and management.



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After a period of approximately one week the staff will sit down with the Nominated Supervisor or a Parent Committee member to address any further issues they may have had since they have been in the centre.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023