

# EDUCATORS AND OTHER STAFF ORIENTATION POLICY



## Purpose

All new Educators and other Staff will receive an orientation to the Education and Care Service and their position, which will provide them with introductions, clear expectations about their working arrangements, job descriptions and explanations about the operations, philosophy, policies and procedures of the service where possible before commencement of their duties.

## Responsibilities of the Approved Provider

The Approved Provider of an education and care service must -

- Ensure the service operates in accordance with the Children (Education and Care Services National Law) Act 2010 and Education and Care Services Education and Care Services National regulations 2011.

## Responsibilities of the Nominated Supervisor

The Nominated Supervisor of an education and care service must –

- Show the new Educators or other Staff around the Education and Care Service and provide introductions to the other Educators and Staff.
- Provide the new Educators or other Staff with a copy of the Staff Handbook/Orientation Folder which includes the service's philosophy, and highlights relevant policies and procedures in relation to the staff member's role eg. Equal Opportunity Legislation, Confidentiality, Records, Work Health and Safety, Staff Appraisal, and Grievance Procedures.
- Discuss and highlight relevant and important aspects of the Staff Handbook such as Service philosophy, Work Health and Safety, Child Protection Policy, Grievance Procedures, and allow Educators and other Staff to familiarise themselves with the procedures and policies.
- Show Educators and other Staff members the location of where the Service's Policy and Procedures Manual, Regulations, and Award/Industrial Agreements are kept, and advise that they are available at all times.
- Induct and train the staff member with relevant procedures and techniques in relation to Work Health and Safety and Child Protection responsibilities.
- Provide the new Educators or other Staff with relevant forms in relation to taxation, superannuation, and payment of salary.
- Advise the new Educators or other Staff about the service's management structure and their lines of responsibility and communication with management.
- Provide the new Educators or other Staff with their Job Description and discuss their working arrangements and the service's expectations of them.
- Clarify any questions in regard to the employee's contract of employment.
- Allow the new Educators or other Staff to spend some time in their designated work area so they may be introduced to the children, parents, and other staff.

## Responsibilities of the Educators

Educators and other staff must ensure that –

- They have been shown through the Education and Care Service and introduced to the other Educators and Staff.
- They receive a Staff Handbook/Orientation Folder which includes the service's philosophy and highlights relevant policies and procedures in relation to their role eg. Equal Opportunity Legislation, Confidentiality, Records, Work Health and Safety, Staff Appraisal, and Grievance Procedures.
- They read, discuss and question the Staff Handbook to ensure they familiarise themselves with the procedures and policies.

- They have been shown the location of where the Service’s Policy and Procedures Manual, Regulations, and Award/Industrial Agreements are kept.
- They participate in an induction process, training in the relevant procedures and techniques in relation to Work Health and Safety and Child Protection responsibilities.
- They receive, complete in full, the relevant forms in relation to taxation, superannuation, and payment of salary and return prior to employment commencement
- They are aware of the service’s management structure and their lines of responsibility and communication with management.
- They receive their Job Description and discuss their working arrangements and the service’s expectations of them.
- They clarify any questions in regard to the contract of employment.
- They spend some time in their designated work area, so they may be introduced to the children, parents, and other staff.

## Related Statutory Obligations & Considerations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- National Quality Standards 2011

## Related Telephone Numbers

- Early Childhood Education and Care Directorate 1800-619-113
- Fair Work and Federal Awards [www.fairwork.gov.au](http://www.fairwork.gov.au)

## Amendment History

Version	Amendment	Short Description
1.7.2018	Clarification of responsibilities of each party	Further clarification of responsibilities of each party – identifying documentation required

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 4<sup>th</sup> July 2018

Version: 1.7.2018

Last Amended By: Heather Sheridan

Next Review: July 2019

Position: Nominated Supervisor