



School No: 2068 Established 1878

7.8 Staff Orientation and Induction



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC assumes the responsibility to ensure that all staff receive appropriate orientation and induction which prepares, supports and facilitates their working performance and ongoing capacity for employment within the service.

Procedures

- The coordinator (or other Senior Member of staff) shall take responsibility for the appropriate and ongoing induction and orientation for the new member of staff
- The process shall include meeting with the staff member prior to engagement to complete all paperwork relating to their suitability for employment.
- The Employee will be provided with a Staff Handbook which highlights key aspects of the role which must be known and understood by the employee prior to commencing work at the service.
- During the first day / session of employment, the new employee will be partnered with an experienced member of staff.
- The coordinator shall work through the Orientation and Induction checklist with the new member of staff. The employee shall be expected to sign that they have received appropriate and effective induction at the end of the orientation process.

Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168 Quality Area 4, Element 4.2

Quality Area 7, Element 7.2

Relevant Policies

Employment of Staff
Staff Code of Conduct
Staff Performance Monitoring and Management

Review Information

Policy last reviewed	Sep 2022
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Approved by	School Council
Next scheduled review date	Sep 2025