

**TOOL 2.2**

EMPLOYEE ORIENTATION CHECKLIST

GUIDE FOR EMPLOYERS IN USING THIS TOOL

The checklist is a guide for discussion and information that can be provided to a new employee as applicable to their role. This tool should be reviewed and tailored to meet the needs of the service.

Full Name of Employee: Start Date: Employee Position: Person(s) undertaking orientation:

|  |  |  |  |
| --- | --- | --- | --- |
| Service Philosophy | | Contact Information | |
| Aims of the service (e.g. vision, mission/purpose and strategic plan) |  | DET Regional contact details |  |
| Philosophy of the service |  | List of committee members and phone numbers |  |
| Service Infrastructure | | List of employees and contact phone numbers with key roles identified i.e. Nominated Supervisor, Educational Leader\* |  |
| Tour of the service including security/lock up/keys |  |
| Service information book |  | List of specialist services with contact details |  |
| Rubbish collection arrangements |  | List of suppliers |  |
| Employment Information | | Referral information |  |
| Computer login/email/online accounts |  | \* Notify DET of any changes or updates to key roles within the service | |
| Discussion of all employee responsibilities |  |
| Employee attendance record/book and/or sign-in sheets |  |
| Employee meetings schedule |  |
| Employee rosters |  |
| Award or agreement information/employment agreement information |  |
| Leave/sick leave procedure/forms |  |
| Locker and/or pigeon hole |  |
| OHS induction |  |
| Petty cash/budget information relevant to the position |  |
| Professional development request process/forms |  |



**TOOL 2.2**

EMPLOYEE ORIENTATION CHECKLIST *(continued)*

|  |  |  |  |
| --- | --- | --- | --- |
| Governance and Management Information | | | |
| Accident, injury and illness record/book |  | *Diabetes* |  |
| Attendance record/book |  | *Environmental Sustainability* |  |
| Child enrolment record/book, including medical conditions |  | *Emergency and Evacuation* |  |
| *Enrolment and Orientation* |  |
| Children’s sign-in record/book |  | *Epilepsy* |  |
| DET Kindergarten Funding Guide |  | *Excursions and Service Events* |  |
| The *Education and Care Services National Law Act (2010)* (National Law) |  | *Food Safety* |  |
| *Governance and Management of the Service* |  |
| The Education and Care Services National Regulations 2011 (National Regulations) |  | *Hygiene* |  |
| *Incident, Trauma and Illness* |  |
| Maintenance procedures |  | *Inclusion and Equity* |  |
| Medication record/book |  | *Information and Communication Technology* |  |
| Program planning |  | *Interactions with Children* |  |
| Process for employing relief/emergency employees |  | *Managing Medical Conditions* |  |
| Quality Improvement Plan |  | *Nutrition, Oral Health and Active Play* |  |
| Staff employment policies, e.g. Code of Conduct or Child Safety |  | *Occupational Health and Safety* |  |
| *Participation of Volunteers and Students* |  |
| Service Policies and procedures including: |  | *Payment of Fees* |  |
| *Acceptance and Refusal of Authorisations* |  | *Privacy and Confidentiality (including confidentiality of records)* |  |
| *Administration of Medication* |  |
| *Anaphylaxis* |  | *Relaxation and Sleep* |  |
| *Asthma* |  | *Reportable Conduct Scheme* |  |
| *Child Safe Environment* |  | *Road Safety and Safe Transport* |  |
| *Complaints and Grievances* |  | *Staffing (including qualifications and WWC check/criminal history record check)* |  |
| *Curriculum development* |  |
| *Dealing with Infectious Diseases* |  | *Sun Protection* |  |
| *Delivery and Collection of Children* |  | *Supervision of Children* |  |
| *Determining Responsible Person* |  | *Water Safety* |  |