**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)*

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| 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* |  [ ]  |