



# Employee Orientation

Review Date: 19/09/2017

## Rationale

Whilst rewarding, being an educator is a responsible and demanding position. Employees need to be familiar with their surroundings, responsibilities and rights in order to feel a sense of belonging and to carry out their duties to the best of their ability.

Children need adults around them who have a sense of security and an understanding of their environment, role and duties.

## Procedure

As soon as is practical upon employment, the new recruit will be shown through the facilities by the Nominated Supervisor or next most senior employee. They will read and discuss a checklist of information covering WH&S, routines, obligations and rights.

A new employee will receive an Employee Pack including:

- Employee Details Form
- Tax File Number Declaration Form
- Employee Handbook (includes Fair Work Statement)
- Parent Policy Guidelines Booklet
- Super Choice Form

A new employee will receive a copy of their job description and a contract covering the terms of employment including wages and conditions, probation period, etc.

## Implementation of Probation and Performance Reviews

A probation period of six months will be in place for all new employees. The Director and Educational Leader will also provide ongoing feedback as required. Employees will meet with the Director after three months for a scheduled review. At this meeting, feedback will be given verbally and in writing.

If either employee or Nominated Supervisor have concerns, a meeting being called prior to the scheduled review. The employee is able to have a support person present at any meeting.

Failure to meet acceptable standards of care, skill or interactions (with children, families or peers) may result in written warnings being issued. In such a situation, failure to improve after mentoring, or in the case of serious misconduct, employment may be terminated.

A second review at six months will be scheduled at conclusion of the probationary period. Negative or positive reviews to this point will influence in the employer's decision of whether to cease or continue employment.

Once the probationary period is concluded, the employee will meet with the Director and/or Authorised Supervisor each October to reflect on performance and plan goals for ongoing professional development.

**Adopted by the Management Committee**  
**Signed by: Naomi Simpson, President**  
**Date Signed: 19/09/2015**

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