



Employee Orientation

Review Date: 28/11/2025



Rationale

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 rights, and Child Safe Standards.

A new employee will receive an Employee Pack including:

- › Employee Details Form
- › Educator Handbook
- › Fair Work Information Statement
- › Casual Employment Information Statement
- › Tax File Number Declaration Form
- › Super Choice Form
- › Staff Immunisation Status Form
- › Family Handbook
- › Staff Code of Conduct Policy
- › Privacy and Collection Statement
- › Privacy Collection Statement
- › Digital Technology Policy
- › Cyber Security Policy

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.

Statutory Legislation & Considerations

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Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Sources

Guide to National Quality Framework 2018

Quality Area 4 Staffing Arrangements: 4.1 and 4.2.

Quality Area 7 Governance and Leadership: 7.2.

The Child Safe Standards, Office Of The Children's Guardian,

Related Policies

- Equal Opportunity Employment
- Professional Development
- Supervision
- Staff Code of Conduct
- Interactions with Children
- Guiding Children's Behaviour
- Child Protection
- Providing a Child Safe Environment.

The new employee will be supported to learn the routines and responsibilities of their role. They will check in with mentors regularly as they develop the sense of belonging with the team and the preschool.

Implementation of Probation and Performance Reviews

A probation period of three months will be in place for all new employees. The Directors and Educational Leader will also provide ongoing feedback as required. Employees will meet with the Directors 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 will be called prior to the scheduled review. The employee is able to have a support person present at any meeting by arrangement.

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

A second review at three 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 Nominated Supervisor & Educational Leader each October or other times throughout the year as necessary to reflect on performance and plan goals for ongoing professional development.

Approved Provider Representative:

Name: Narissa Cuskelly

Role: President

Signature:

Date: 28/11/2023

REVIEW DATE: ...28/11/2025.....

Policy Adopted	Approved Provider Representative	Review Date
25/06/2018	Belinda Fayle	25/06/2020
07/07/2021	Kieran O'Reilly	07/07/2023
28/11/2023	Narissa Cuskelly	28/11/2025

