

Tottenham War Memorial Early Childhood Centre Staff Recruitment and Induction Policy

The Centre recruits high quality staff members through clear and concise advertising, and a thorough interview processes.

To provide a detailed induction program for each new staff member where the Centre maximises staff performance and the quality of service delivered to children and families.

Statutory Legislation and Considerations:

Education and Care Services National Regulation

Equal Opportunity Act

National Quality Standard

The Centre abides by equal employment opportunity and award conditions and requirements for staffing. The Centre also understands its responsibilities under the Work Health and Safety law to ensure workers are given adequate supervision and on the job training to enable them to work safely.

The Centre needs the child to be safe. This requires a selection process that attracts positive role models for children and people who will embrace child protection principles. The Centre will therefore be vigilant in recruitment and selection of staff.

Children's needs:

Continuity of care; child safe environment; warm and caring educators; educators with appropriate knowledge to provide educational learning programs and developmentally appropriate routines.

Families' needs:

Introductions to new educators/employees; opportunities to communicate openly with educators; and confidence that the Centre only appoints suitable educators/staff.

Educators/Staff needs:

Fair selection; secure employment; fair conditions of employment; people who can work as part of a team; recognition of qualifications and experience; and support from the employer to become familiar with workplace policies and procedures.

Management needs:

To attract suitably qualified and experienced child care professionals; to appoint the best applicant to the position available; to oversee an ethical and non-discriminatory selection process; and to ensure continuity of educators to maintain quality education and care for families.

Staff Recruitment Procedure:

- All staff and applicants have the right to expect recruitment processes to be carried out in line with industrial relations requirements and equal employment opportunity principles.
- The Centre Management Committee shall be aware of their responsibilities regarding the industrial relations legislation, equal employment opportunity and their responsibilities as an employer.
- The Management Committee, in conjunction with the Centre Nominated Supervisor, identifies the required skills, experience and qualifications required of staff for effective service delivery.
- A Recruitment Sub-Committee shall be formed prior to the interview times being allotted. The Recruitment Sub-Committee shall consist of at least 3 people, the composition of which will be determined by the Management Committee on a case-by-case basis.
- The Nominated Supervisor and the Recruitment Sub-Committee shall list the essential and desirable skills, experience and qualifications required for existing or new positions.

- Advertisements for positions available shall make no reference to gender, race, ethnicity or religious background of applicants.
- Application for positions shall be managed in a timely manner by the Recruitment Sub-Committee and all applications shall be handled in a confidential manner.
- The Recruitment Sub-Committee shall meet prior to interviews to plan, finalise questions, and to look over applications. Applicants' referees shall be contacted to determine eligibility for interview. All members will adhere to the Confidentiality Policy and documentation shall be kept at the Centre.
- Applicants will be given a selection of the questions 10 minutes prior to the interview which have been devised by the Recruitment Sub-Committee.
- Once interviews have taken place the Recruitment Sub-Committee shall decide who will be the successful applicant. The successful applicant shall be notified within a day of the decision being made, with other eligible applicants being contacted by phone or letter within 3 days of the successful applicant accepting the position.
- A *Working with Children Check* and police check will be made to confirm appointment. A WWCC number is granted to a person if they are assessed as suitable to work with children; there has been no information that if the person worked with children they would pose a threat to those children; and that they are not prohibited from attempting to obtain, undertake or remain in child-related employment.
- Unsuccessful applicants are invited to make enquiries within 7 days of their notification as to why they were unsuccessful. The aim is to give the applicant an idea where they had been unsuccessful, enabling them to self-assess and improve on deficient areas for future applications and interviews.
- Suitable unsuccessful applications may be kept on file at the Centre for future use for casual positions as the need arises, and at the discretion of the Nominated Supervisor.
- Prior to the applicant commencing employment an induction process to the Centre will be carried out

Induction of New Staff:

A comprehensive induction program provides for continuity of care for children, staff work as a team, that standards are maintained and ensures new staff members become familiar with other staff members, children, families and management, as well as Centre policies and practices.

Procedure:

The induction program aims to welcome the new staff member to the Centre team and to introduce them to the Centre's operations in a clear and comprehensive manner.

The induction program is outlined in the *Induction Checklist for New Staff* (attached) and is usually undertaken over several weeks. This is so that the staff member can more easily process the information received and begin to put policies and procedures into practice. The induction is usually carried out by the Nominated Supervisor/Coordinator. However, other relevant Centre staff may also be involved in the process.

The Centre will have an established and well-maintained induction procedure in which new staff has access to a copy of their employee's position description, a time sheet, daily routine sheet, a selection of policies prior to commencing employment including *Confidentiality of Records Policy, Child Protection Policy, First Aid Policy, Administration of Medication Policy and Emergencies and Evacuation Policy*, a parent information book, management structure, and access to both award information and a copy of the Regulations.

A copy of the Centre Policies is always available for staff to access, and time shall be designated for policies to be read and discussed. As policies are introduced or reviewed staff shall receive updates.

The new staff member works through the induction process with the Nominated Supervisor and/or nominated staff member. Depending on the position/circumstances, the checklist may be completed in order or more relevant sections may be prioritised, as needed. Several action/feedback sessions are scheduled so that the induction process progresses and that a specific time is put aside for this important task.

After the third month's employment, the employee shall meet with the Nominated Supervisor (a new Nominated Supervisor to meet with the Management Committee President) to discuss progress with induction and employment.

In addition to the information and documentation outlined within the checklist, throughout the induction process there is a focus on:

- supporting the staff member and making them feel an important part of the Centre's team
- helping the staff member to understand the organisational structure, how management decisions are made and communicated and what role they have in decision-making processes
- ensuring all areas are discussed and clarified to ensure understanding
- matching the new staff member with an experienced staff member who can act as a mentor
- re-affirming the Centre's Philosophy and Code of Conduct
- clarifying complaint/grievance procedures
- working with the staff members to establish goals, as well as identifying their fields of interest and areas for continuing improvement of skills, knowledge and practices
- beginning to develop a professional development plan for the staff member
- documenting feedback about recruitment and induction processes and how improvements can be made.

Brief Induction Program – Casual/Relief Staff

It is important that there is a brief induction program for casual/relief staff, for volunteers and for students who may attend the Centre from time to time. In addition, some staff members may return from extended leave (eg. Maternity Leave) and need to be updated on any changes in the Centre including policies and practices.

Like the process for new staff members, the brief induction program has a focus on:

- supporting people and making them feel welcome and a part of the Centre's team
- making certain areas are discussed and clarified to ensure understanding
- re-affirming the Centre Philosophy and Code of Conduct
- clarifying grievance procedures
- documenting feedback from them about the induction program and how improvements can be made.

Documenting the process

The attached checklist provides overall documentation and content of the induction program. As each stage is completed the new staff member initials and dates the relevant section. At the completion of the induction program, the new staff member signs to acknowledge completion, that they understand the information presented and that they have received the appropriate documentation.

The new staff member is given a copy of the completed checklist and the original copy is placed on their Personal File. Feedback about the program and process is sought and documented and used when reviewing and updating the Recruitment and Induction policies, processes and practices.

Sources: Community Child Care NSW – Managing a Child Care Service

Ratified:

Updated June 2018

Tottenham War Memorial Early Childhood Centre

INDUCTION CHECKLIST FOR NEW STAFF

NAME: _____ **START DATE:** _____

DAYS/ HOURS: _____ **POSITION:** _____

The induction program:

- ✓ Tour of the Centre and location of amenities
- ✓ Award that they are employed under and their entitlements under the National Employment Standard and where copies may be found
- ✓ Pay rate including overtime or allowances
- ✓ Hours of work, breaks
- ✓ Requirements of time sheets and signing in and out
- ✓ Arrangements of staff meetings
- ✓ An introduction to staff and management
- ✓ Clarification of duties and responsibilities
- ✓ The procedure for evaluation of work performance
- ✓ Who to contact with issues or problems
- ✓ Who to report absences to
- ✓ Method of salary payment
- ✓ Work conditions including dress requirements, use of telephone, internet and email etc
- ✓ Grievance procedures
- ✓ Service policies and procedures
- ✓ Security procedures

NEW EMPLOYEE REQUIREMENTS	Initial	Date
Employee details – personal contact details, emergency contact details, immunisation and allergy details, bank details		
WWCC number		
Tax Declaration Form		
Superannuation – choice of fund and membership number		
Conditions of employment – rates of pay, award, probation period		
Sickness and absences – leave entitlements, sick leave procedure, doctor's certificate		
Staff handbook		
Confidentiality agreement		
SECTION A – GENERAL	Initial	Date
Welcome to the Centre		
Overview of the induction program (as above)		
Centre history and organisational structure		
Access to management decisions and decision-making processes		
Centre Philosophy and goals		
Unknown persons and custody list		
SECTION B – EMPLOYMENT MATTERS	Initial	Date
Position description		
Contract terms and conditions		
Staff review process		
Volunteers/Students/Visitors		

SECTION C – QUALITY CARE	Initial	Date
Code of Conduct		
Education and Care Services National Regulation		
Mandatory reporting – child protection		
Assessment and rating process – Quality Improvement Plan		
Staff Review – plans, goals and training opportunities		
Inclusion and Anti-Bias		
Guiding and supporting children’s behaviour		
Planning and children’s records – day book, medication, incident reports, individual records, program, reflection and evaluation		
SECTION D – SPECIFIC AREA	Initial	Date
Staff List		
Meetings – staff and staff/parent; management		
Children’s program		
Daily / Weekly Routines		
Relief staff		
Current children / families		
Orientation of new children and families		
Rosters and leave applications		
SECTION E – WH&S GENERAL	Initial	Date
Register of injuries		
Personal safety issues		
First aid kits and location - first aid person and stocks		
Fire and evacuation procedures – emergency procedures		
Procedures for opening and closing the Centre		
Safe storage of chemicals – SDS folder		
SECTION F – WH&S STAFF	Initial	Date
Lifting procedures		
Hand washing		
Food handling		
Body fluid handling		
Toileting and nappy change procedures		
Pregnancy notification		
Safe food storage		
Relevant risk assessments		
Vaccines for staff		
Staff accidents – Incident Report and Workers Comp		
SECTION G –WH&S CHILDREN	Initial	Date
Infectious illness – how information is communicated		
Medication – giving and paperwork required		
Emergency first aid plan – contact with poisons/chemicals		
Specific children’s issues – asthma, allergies etc		
Recording of accidents / injuries		
SECTION H – OFFICE	Initial	Date
Office supplies		
Photocopier		
Answering phone		

Enquires, enrolment		
Messages		
Shopping list		

Date/s for action/feedback meetings:

- 1.
- 2.
- 3.

Declaration:

I _____ have completed my induction and clearly understand the information provided as part of the Induction program. I have been given copies of relevant documents and/or know how I can access any required documents.

Signature

Date:

NB: Place checklist on Personal File once completed and copy for staff member.