



Outside School Care NT

**OSC-NT. 28 –Staff Induction and Development Policy**

<b>Policy Description</b>	This Policy statement outlines the guidelines for the induction and development of new staff members.
<b>Key Points</b>	<ol style="list-style-type: none"> <li>1. Each new staff member will receive a staff induction pack and training</li> <li>2. Each staff member will receive training on OSC-NT Policies and Procedures</li> <li>3. Each staff member will receive an appraisal every six (6) to twelve (12) months</li> </ol>
<b>1.0 Induction – Trial process</b>	<p>After interview and follow up of references each new staff member will undertake an initial Trial Period.</p> <p>The trial period will be a minimum of two (2) hours and will allow the new person to observe how a service works and whether the new staff member shows potential aptitude for the job.</p> <p>If there is uncertainty about the employee’s suitability up to two further trial sessions will be offered before a formal offer is made.</p>
<b>1.2 Induction – Formal offer</b>	Only after a trial session has been completed successfully will a formal job offer be made. This may be on a casual or permanent part time basis.
<b>1.3 Induction – Induction Pack</b>	<p>Once a formal offer has been made and accepted, the new staff members will receive a OSC NT Staff induction pack. This will consist of:</p> <ul style="list-style-type: none"> <li>- <b>Staff Handbook</b> (the signature page acknowledging receipt and understanding must be signed and returned)</li> <li>- <b>Contract</b></li> <li>- <b>Position Description</b></li> </ul>
<b>1.4 Induction - Orientation</b>	<p>Each new employee must receive a thirty (30) minute orientation by the site director outlining the following:</p> <ul style="list-style-type: none"> <li>- Food preparation area and procedures</li> <li>- Overview of sign in/sign out procedures</li> <li>- Overview of supervision procedures</li> <li>- Overview of Daily routine</li> <li>- Location of toilets, boundaries, first aid kits and and evacuation points</li> <li>- Location of enrolment files, staff folders and policies and procedures</li> <li>- Overview of children with special dietary, medical or behavioural conditions</li> </ul>
<b>2.0 Staff Appraisals</b>	<p>Employee Development and Performance (EDP) sessions will be held with each staff member every six (6) or twelve (12) months.</p> <p>EDPs will be held as follows:</p> <ol style="list-style-type: none"> <li>1. EDP appraisal form provided to staff member one (1) week before EDP meeting. The employee will be able to self assess against EDP form criteria</li> <li>2. Director will complete their own EDP assessment</li> <li>3. The aim of the meeting is to identify areas for development</li> </ol>
<b>3.0 Staff Records</b>	<p>Staff Records will contain the expiration date of all regulatory compliant qualifications such as:</p> <ul style="list-style-type: none"> <li>- First Aid certificates</li> </ul>

	<ul style="list-style-type: none"> <li>- Asthma and Anaphalaxis Management certificates</li> <li>- OCHRE Card and Police clearances</li> </ul>
<b>4.0 Ongoing training</b>	<p>It will be expected that all OSC NT staff will undertake on-going training in order to:</p> <ul style="list-style-type: none"> <li>- Maintain currency of regulatory required certificates</li> <li>- Improve knowledge and understanding of the regulatory framework and key changes that are implemented</li> </ul>
<b>Related Policy and Procedures, Forms and Checklists</b>	<p>Staff Handbook  Employment Agreement  Orientaion  Position Description</p>
<b>Specific Information for Parents:</b>	
<b>Sources/References:</b>	<ol style="list-style-type: none"> <li>1. Education and Care National Amendment Regulations 2017. Regulations 137-143,</li> <li>2. National Quality Standards February 2017</li> </ol>
<b>Version Control/Updates:</b>	<p>Version: 1.0 April 2014  To be reviewed and updated by: June 2015  Version: 2.0 November 2017  To be reviewed and updated by: Novmeber 2018</p>

