

**Volunteer and Students Policy and Procedure (NEW+Relief Staff)****Orientation (BP)**

Induction Checklist and orientation for Student/Placements

This to be use with ORIENTATION for \*New Staff

To be completed with ALL Volunteers/staff and returned to the Nominated Supervisor prior to commencing at Centre

	Please tick
Tour around the centre (Kitchen, staff room, laundry, toilets)	
Introduce to Staff	
I have been shown where ALL Policies and Procedures are located	
Conduct while at Service	
Fire Extinguishes and emergency exits (Emergency and Evacuation Policy)	
My role in relation to: accidents and medical conditions at the service	
Good hygiene practises	
My role in relation to: first aid arrangements for children and adults, including the location of the nearest first aid kit	
My role in relation to: daily routines	
The importance of OHS and following safe work practises	
Interacting appropriately with children	
Compliant and grievances	
Child protection	
Privacy and confidentiality	
<p>The expectations of my placement/engagement, my role and responsibilities have been clearly explained to me by my supervisor, and I have been given the following.</p> <ul style="list-style-type: none"> <li>➤ Centre Statement of Purposes</li> <li>➤ Centre Code of Philosophy</li> <li>➤ Code of Conduct</li> <li>➤ Volunteer and Student Participation Policy</li> <li>➤ And other relevant documents to assist with my placement/engagement</li> </ul>	
I am aware that I am expected to participate in general task, including maintaining the environment in a clean, safe and tidy condition.	

Volunteer/Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MoC/Nominated Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>FIRST NAME:</b>	<b>LAST NAME:</b>
<b>DATE OF BIRTH:</b>	<b>ADDRESS:</b>
<b>CONTACT NUMBER:</b>	<b>EMERGENCY PERSON CONTACT:</b>
<b>EMERGENCY CONTACT ADDRESS:</b>	<b>EMERGENCY CONTACT PHONE NUMBER:</b>
<b>Course Studying:</b> (Please Circle) Early Childhood Education and Care (ECEC) Cert 3          Diploma          other  Community Services Cert ( )          Diploma          other	
<b>Hours of Placement:</b>	<b>Working with Children Check:</b> State: _____ Number: _____ Expiry Date: _____  <b>Police Check:</b> (National) (Victorian) Number: _____  Sighted By: _____ Position: _____  Date: _____  Signature: _____

**Volunteer and Students Policy and Procedure****(New+Relief Staff)****Orientation (M/BP)**

<b>Location of:</b>	<b>Please Tick</b>
Medication Bag (Children enrolled on day requirements)	
First Aid Kit in creche change room/blood spill kit	
Accident/Incident book, medication book, illness book (students not to write in these)	
Accident/Incident book, medication book, illness book (students not to write in these)	
Where dirty laundry and clean laundry is found	
Where picture of Student should be displayed when working in room	
Bins – internal and external – Recycling policy and Council bin colours	
<b>Tasks volunteers/ Student may be able to do</b>	
Setting up <b>Indoor</b> activities following Supervisor program	
Setting up <b>Outdoor</b> play activities following Supervisor program	
Collecting dirty washing	
Hanging out clean washing to dry	
Sharpening pencils	
Cleaning after activities – paint brushes, pots, glue pots, glue sticks	
Setting up beds/ sleep area	
Assisting Children with feeding	
Assisting children to sleep	
Assisting children to apply sunscreen	
Putting rubbish, paper, food scraps in <b>nominated Recycle bins</b>	
Writing Children's names on artworks	
<b>Outdoor play</b> – follow Supervisor instructions and programmed play	
<b>Outdoor area</b> – sweeping and assist packing up items and cover sandpit.	

Volunteer/Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Qualified Educators Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteer and Students Policy and Procedure****(New+Relief Staff)****Orientation (M/BP)****Creche room Checklist for Volunteers/Students:**

To be completed by Qualified Educator in conjunction with the Volunteer/student and returned to the MoC/Nominated Supervisor on or before the end of first day.

	Please Tick
<b>Children</b>	
Whiteboard pointed out how it operates. Outline of each child and any additional needs they may have	
Any individual support plans shown and explained	
Anaphylaxis/Allergy/Asthma Plans (and any other plans ie: Diabetes/Epilepsy)	
Physical needs and equipment requirements of any children in the room	
Nappy Changing process – point out, procedure and nappy Chart that should be filled in (students to always be supervised during nappy changing)	
<b>Communication</b>	
What is the team leader's expectation of the student on a daily basis?	
Communication to parents – what can the student discuss with parents	
Communication books – n/a	
Observations – does the student have a role with this?	
<b>Program</b>	
Location of the plan?	
Relevant information about the centre philosophy and teaching style. Environmental code of practice (see 'on wall' room plan and program)	
The general limits and rules in the room? How are the children reminded of these? What role would you like the student to take with this?	
What is the general routine for the day? A room routine (on wall) and roster (if applicable) should be shown to the student.	
Supervision and safety of all children - to ensure this, the student and team members must be able to communicate at all times	
<b>Emergency Procedure</b>	
Show where the emergency procedure documentation is	
Process to call 000	