PROBATION INDUCTION AND ORIENTATION POLICY

Our Service aims to implement a probation and induction orientation program to ensure employees are aware of their roles and responsibilities to enable effective performance within their employment at Laverton Community Children's Centre. A formal induction and orientation program provides an opportunity for new employees to have an understanding of the values and organisational culture within our Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4	Definitions
84	Awareness of child protection law
90	Medical conditions policy
Part 4.4	Staffing Arrangements
Division 7	Approval and determination of qualifications
Division 9	Staff and educator records—centre-based services

RELATED LEGISLATION

NSW Anti-Discrimination Act 1977	Fair Work Act 2009
Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Services National Law Act 2010	Children and Young Persons Act 1998
Sex Discrimination Act	Equal Opportunity Act 2010
Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Child Care Subsidy Minister's Rules 2017
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

CCS Governance Policy CCS Personnel Policy Child Protection Policy Child Safe Environment Policy Code of Conduct Policy	Dealing with Complaints Policy Privacy and Confidentiality Policy Recruitment Policy Staffing Arrangements Policy Student, Volunteer and Visitor's Policy

PURPOSE

We aim to ensure the most suitably qualified, experienced and reliable staff are employed at our Service. We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law and National Regulations, Children and Young Persons Act, Fair Work Act, Family Assistance Law and Anti-Discrimination Act. The National Quality Framework states that a comprehensive induction process plays a critical role in creating and maintaining a positive and professional culture. By providing an efficient and effective induction and

orientation program we aim to ensure employees have the skills and knowledge to perform their roles confidently.

An effective induction and orientation program provide a formal process to provide new employees, students and volunteers with information regarding service policies, procedures and practices. An induction and orientation program are available for all new employees and employees returning to work after a period of absence to ensure a smooth integration into our Service.

SCOPE

This policy applies to staff, educators, Approved Provider, Nominated Supervisor, volunteers, students and management of the Service.

CHILD SAFE STANDARDS

Our Service is committed to be a child safe Education and Care Service and embeds the 11 Child Safe Standard. Our robust recruitment, probation and induction/orientation processes play a vital role in protecting children from harm.
[Child Wellbeing and Safety Act 2005]

PROBATIONARY PERIOD

All new employees are subject to a probationary period of three (3) months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee.

The probationary period is a condition of employment for all new employees. During this time employees will receive advice, training and guidance to help them become familiar with and competent in, performing the work they have been appointed to do. The appointment is subject to the satisfactory completion of the probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

During the probationary period an induction and orientation program will be initiated with the new employee. This allows the new employee an opportunity to understand the expectations and standard of conduct required to pass the probationary period.

Probationary meetings will be scheduled within the first week of employment and then monthly during the probationary period Feedback will be provided to the employee regarding performance.

The probation meeting is also an opportunity for the new employee to ask any questions or raise any concerns. A Probationary Meeting checklist and record will be completed to document the meeting and placed into the staff file. *(See Probation Meeting Review)*

At the time of employment, management will provide the employee with a Fair Work Information Statement and casual employees will be provided with a copy of the Casual Employee Information Statement (CEIS) at time of engagement.

The employee may terminate employment within the probationary period by providing the appropriate notice in writing as per employment contract. The employer may terminate employment within the probationary period by providing the appropriate notice as per employment contract. A termination of employment letter will state the reason of termination, notice period and the date of the employees last day of employment.

At the end of the probationary period, the Approved Provider or appointed nominee will advise if the employee has successfully completed the probationary period and provide a letter confirming their ongoing employment.

Employees, full time and part time, will accrue and are eligible to access paid leave entitlements during the probationary period such as annual leave and sick leave. If an employee does not pass their probation period any unused annual leave entitlements will be paid out.

INDUCTION AND ORIENTATION

Our Service is committed to providing a comprehensive induction program to ensure the smooth integration of new employees, students and volunteers. The Approved Provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process.

The nominated supervisor or assigned nominee will provide details to new employees about recent changes to the *Fair Work Act* regarding the 'right to disconnect' and expectations for contact outside of hours, the process for making contact and expectations for any changes to shifts.

An induction checklist will be used to support this process, which explains an employee's

responsibility to know the policies, procedures and practices within our Service and their duty of care obligations to ensure the safety and wellbeing of all children.

Induction will include relevant information on child safe practices adhering to the Child Safe Standards, National Model Code and Guidelines for taking images and video of children while providing education and care, Code of Conduct, Child Information Sharing Schemes (CISS) and strategies that identify, assess and minimise risks to children and mandatory reporting procedures including Reportable Conduct Scheme. (See *New Employee Induction Checklist).*

New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with the *Child Protection Policy* to understand the Child Protection Law and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the Service.

On the first day of employment the Approved Provider or assigned nominee will ensure the new employee has completed all relevant paperwork as per New Employee Documentation checklist *(See New Employee Documentation Checklist)*.

The *New Educator Orientation resources* are available to ensure all areas of the service are covered in the first week. The new employee will be encouraged to complete the *Educator Orientation Survey* at the end of their probation period. *(See New Educator Orientation – Before Day One, New Educator Orientation – The Critical First Week and Educator Orientation Survey).*

The induction and orientation program will work alongside the probation period. It is expected the induction and orientation program will be performed during the three (3) month probation period. The new employee, student or volunteer will be required to read and become familiar with key Service policies and procedures as part of the induction and orientation program. These include, but are not limited to, the following key policies:

- Child Protection Policy
- Child Safe Environment Policy
- Sick Staff Policy and Procedure
- Code of Conduct Policy
- Behaviour Guidance Policy
- Educational Program Policy

- Work Health and Safety Policy
- Privacy and Confidentiality Policy
- Photograph Policy
- Emergency Evacuation Policy
- Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Dealing with Complaints Policy
- Safe Transport Policy
- Reportable Conduct Scheme Policy (VIC)

During the induction and orientation program, new employees, students and volunteers will be advised of any children with a health care need, allergy or relevant medical condition. The Service Philosophy, Staff Handbook, Code of Conduct and the Early Childhood Code of Ethics will be shared with the new employee, students and volunteer during the induction and orientation program.

All new employees will be appropriately trained and informed of workplace health and safety policies and procedures before commencing employment, such as hazard and incident forms and reporting procedures, use of PPE equipment, location of fire safety equipment, emergency and evacuations procedures (including lockdowns), location and use of Safety Data Sheets (SDS), any WorkCover information, security procedures and location of first aid kits as described in the *New Employee Induction Checklist.*

As part of the induction and orientation program, the Approved Provider or assigned nominee will provide opportunities for discussing and unpacking the following key documents, (including the location of these documents):

- Education and Care Services National Law and National Regulations
- The National Quality Standard
- Service Policies and Procedure Folder
- Belonging, Being and Becoming: The Early Years Learning Framework
- Victorian Early Years Learning Development Framework
- Early Childhood Australia- Code of Ethics
- Victoria Child Safe Standards
- Reportable Conduct Schemes
- Child Information Sharing Scheme (CISS), Family Violence Information Sharing Schemes (FVISS) and Multi-Agency Risk Assessment and Management Framework (MARAM).
- National Model Code and Guidelines

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Probation, Induction and Orientation Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCES

Australian Children's Education & Care Quality Authority. (2024). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2024. *Taking Images or Videos of Children While Providing Early Childhood Education and Care. Guidelines for the National Model Code.*
Australian Government. Fair Work Ombudsman. (2024). Hiring employees
Australian Human Rights Commission. Child Safe Organisations. https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023).
NSW Government. (2020). Office of the Children's Guardian: A guide to the Child Safe Standards
Victoria Government. Business Victoria. (2020). Staff recruitment https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/write-a-contractual-letter-of-offer
Victoria Government. Business Victoria. (2020). Staff induction program and probation review https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/new-staff-induction-program-and-probation-period

REVIEW

POLICY REVIEWED BY	Krystle Hills	Centre Manager	11/02/2025
POLICY REVIEWED	February 2025	NEXT REVIEW DATE	February 2026
MODIFICATIONS	• annual policy maintenance • inclusion of National Model Code and Guidelines • inclusion of 'right to disconnect' legislation in *Fair Work Act* • inclusion of Fair Work Information Statement and Casual Employment Information Statement • sources checked for currency and updated as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
NOVEMBER 2023	• annual policy maintenance • added legislated changes to NQF as required • sources checked and updated as required		NOVEMBER 2024