LOWER PLENTY PRIMARY SCHOOL OSH 

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# STAFF ORIENTATION AND INDUCTION POLICY

## PURPOSE

Lower Plenty Primary School OSHC assumes the responsibility to ensure that all staff receive appropriate orientation and induction which prepares, supports and facilitates their working performance and ongoing capacity for employment within the service.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* The Coordinator (or other Senior Member of staff) shall take responsibility for the appropriate and ongoing induction and orientation for the new member of staff
* The process shall include meeting with the staff member prior to engagement to complete all paperwork relating to their suitability for employment.
* During the first day / session of employment, the new employee will be partnered with an experienced member of staff.
* The Coordinator shall work through the Orientation and Induction checklist with the new member of staff. The employee shall be expected to sign that they have received appropriate and effective induction at the end of the orientation process.

## FURTHER INFORMATION AND RESOURCES

* National Law Section 161-163
* National Regulations 137-152, 168
* Quality Area 4, Element 4.2
* Quality Area 7, Element 7.2

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.