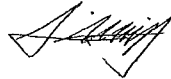
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF ORIENTATION		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management

2. Policy Statement

Staff orientation is an important process in ensuring staff is fully equipped to carry out their duties in the best possible way. An orientation process will be developed and carried out for all employees in the centre. Providing them with a clear understanding about the service and its operations and their expectations within the centre.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Conditions of Employment Policy
- 3.2. Communication Policy
- 3.3. Confidentiality Policy
- 3.4. Code of Conduct – Child Safe Policy
- 3.5. Daily Routines Policy
- 3.6. Duty of Care Policy
- 3.7. In-service Training and Development Policy

4. Responsibilities & Delegations


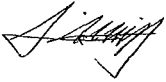
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Staff awards and conditions

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

The Coordinator will conduct the orientation process as soon as possible, after the applicant has accepted the position.

The orientation process will include:


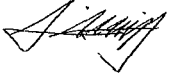
- Introductions to existing staff children and families.
- Guided tour of the service.
- Being shown where all relevant records are kept.
- Discussion about working arrangements and expectations, including professional code of conduct and duty of care.
- Information about the review and appraisal system.
- Opportunity to ask any questions regarding the centre or expectations.

The new staff member will be provided with the following information:

- Centre operation and hours.
- The service Philosophy and Policies.
- Parent information book.
- Centre's Code of Conduct.
- Job description.
- Emergency procedure duties.
- Terms and conditions of employment.
- Superannuation information and forms.
- Taxation forms.
- Probation period and review and appraisal procedure.
- Appropriate lines of communication with staff.
- Staff Orientation handbook.

On the completion of the induction process, the new staff member will sign the "Workplace Familiarisation" page in the induction booklet, which must be filed in the new employee's personnel file.

After the period of one week the staff member will sit down with the Coordinator to address any further questions they may have once they have been in the centre

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

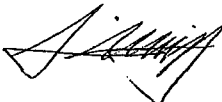
I endorse the Staff Orientation Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009