



We build strong PEOPLE  
strong FAMILIES strong COMMUNITIES

YMCA of Sydney

# Childcare Induction Checklist

Name: Danielle Ockwell OLF BASE

Item	Signed by Employee	New	Date	Signed by Supervisor
<b>CATEGORY: FORMALITIES</b>				
OSHC-Staff Guidelines - Roles and Responsibilities	D. Ockwell		9.3.12	[Signature]
Parent Handbook	D. Ockwell		9.3.12	[Signature]
Child Protection Policy - Alleged Abuse Record Form	D. Ockwell		9.3.12	[Signature]
Complaints Policy and Procedure - Complaints Form	D. Ockwell		9.3.12	[Signature]
In-service Training & Development Policy	D. Ockwell		9.3.12	[Signature]
Child Care Philosophy	D. Ockwell		9.3.12	[Signature]
Staff Immunisation Policy	D. Ockwell		9.3.12	[Signature]
Staff Orientation Policy	D. Ockwell		9.3.12	[Signature]
Staff Child Ratios Policy	D. Ockwell		9.3.12	[Signature]
Staff Selection Policy	D. Ockwell		9.3.12	[Signature]
Staff Professionalism Policy	D. Ockwell		9.3.12	[Signature]
<b>CATEGORY: INTRODUCTIONS</b>				
Area Manager	D. Ockwell		9.3.12	[Signature]
Program Co-ordinator	D. Ockwell		9.3.12	[Signature]
Other Members of staff	D. Ockwell		9.3.12	[Signature]
<b>CATEGORY: OCCUPATIONAL HEALTH &amp; SAFETY</b>				
Occupational Health & Safety Officer	D. Ockwell		9.3.12	[Signature]
First Aid Locations	D. Ockwell		9.3.12	[Signature]
Accident Reporting - forms and procedures	D. Ockwell		9.3.12	[Signature]
Critical Incident Policy	D. Ockwell		9.3.12	[Signature]
Hazard Identification	D. Ockwell		9.3.12	[Signature]
Illness Exclusion Policy	D. Ockwell		9.3.12	[Signature]
Emergency Evacuation Procedure	D. Ockwell		9.3.12	[Signature]
What role does a Safety Officer play	D. Ockwell		9.3.12	[Signature]
Hazardous Materials Policy	D. Ockwell		9.3.12	[Signature]
<b>CATEGORY: AREA RESPONSIBILITIES</b>				
Workplace Familiarisation (Orientation)	D. Ockwell		9.3.12	[Signature]
Communication Systems - In trays / Notice boards / Diaries / Collection of personal information	D. Ockwell		9.3.12	[Signature]
Telephone Operation & Etiquette	D. Ockwell		9.3.12	[Signature]
Opening Procedures	D. Ockwell		9.3.12	[Signature]
Bookings Systems / Cancellation Procedure	D. Ockwell		9.3.12	[Signature]