



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

Carrington public

YMCA of Sydney

Childcare Induction Checklist

Name: JOHN LORD

Item	Signed by Employee	New	Date	Signed by Supervisor
CATEGORY: FORMALITIES				
OSHC Staff Guidelines - Roles and Responsibilities			30/05	J
Parent Handbook			30/05	J
Child Protection Policy - Alleged Abuse Record Form			30/05	J
Complaints Policy and Procedure - Complaints Form			30/05	J
In-service Training & Development Policy			30/05	J
Child Care Philosophy			30/05	J
Staff Immunisation Policy			30/05	J
Staff Orientation Policy			30/05	J
Staff Child Ratios Policy			30/05	J
Staff Selection Policy			30/05	J
Staff Professionalism Policy			30/05	J
CATEGORY: INTRODUCTIONS				
Area Manager			30/05	J
Program Co-ordinator			30/05	J
Other Members of staff			30/05	J
CATEGORY: OCCUPATIONAL HEALTH & SAFETY				
Occupational Health & Safety Officer			30/05	J
First Aid Locations			30/05	J
Accident Reporting - forms and procedures			30/05	J
Critical Incident Policy			30/05	J
Hazard Identification			30/05	J
Illness Exclusion Policy			30/05	J
Emergency Evacuation Procedure			30/05	J
What role does a Safety Officer play			30/05	J
Hazardous Materials Policy			30/05	J
CATEGORY: AREA RESPONSIBILITIES				
Workplace Familiarisation (Orientation)			30/05	J
Communication Systems - In trays / Notice boards / Diaries / Collection of personal information			30/05	J
Telephone Operation & Etiquette			30/05	J
Opening Procedures			30/05	J
Bookings Systems / Cancellation Procedure			30/05	J

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Enrolment Forms		30/05	J
Program Fees		30/05	J
Daily Attendance Rolls - sign in / out system		30/05	J
Illness / Injury / Accident / Medication records		30/05	J
Observations		30/05	J
Programming		30/05	J
Lost Property		30/05	J
Closing Procedures		30/05	J

In signing this Induction Checklist, I agree that I have read and fully understood all related documentation, policies and procedures.

Employee Signature: _____

Date: _____

Supervisors Signature: *Julie Banat*

Date: 30/05/11
30/5/11

****Once this form is complete, place in employees personnel file****