



Madge Sexton Kindergarten Induction and Orientation Checklist

NAME: ROLE: STAFF MEMBER CONDUCTING INDUCTION: DATE:	
Start date: (First date of work at Madge Sexton Kindergarten)	
Has the person filled in: <ul style="list-style-type: none">▪ Madge Sexton Kindergarten Staff and Student (University/Work experience) Personal Survey?▪ Madge Sexton Kindergarten Volunteer Declaration?	Yes/No/NA Yes/No/NA
ROLE DESCRIPTION/TRAINING: Has the role for the position been described? Has any specific training needed for the role been given? Has the volunteer/student read and familiarised him/herself with Madge Sexton Kindergarten Policy 14: Participation of volunteers and students? Has the staff member's (teacher) been approved to be a certified supervisor? Has the staff member's (teacher) been approved by DECD to deliver a preschool program?	Yes/No Yes/No Yes/No/NA Yes/No/NA Yes/No/NA
CHILD PROTECTION RESPONSIBILITIES: <ul style="list-style-type: none">▪ Has the volunteer read the Responding to Abuse and Neglect handbook and been made aware of the free information sessions provided by SAASPC? (The SA Association of School Parents' Clubs Inc (SAASPC) can assist schools in delivering the RAN-EC induction session. Contact: Freecall 1800 724 640 or 8272 4640)▪ Has the staff member's Responding to Abuse and Neglect training been sighted? (Or sighted on DECD form)▪ Has the volunteer/staff member familiarised themselves with Madge Sexton Kindergarten Policy 11: Child Safe Environment Policy▪ Has the volunteer/staff member's Criminal History Check been sighted? (Or sighted on DECD form)	Yes/No/NA Yes/No/NA Yes/No Yes/No
DUTY OF CARE: Has the staff member/volunteer/student been made aware of the relevant laws and regulations (and given copies of if necessary) for the site: <ul style="list-style-type: none">▪ Madge Sexton Kindergarten Policy 12: Staff Code of Conduct▪ Madge Sexton Kindergarten Policy 15: Interactions with children: Site Behaviour Code▪ Madge Sexton Kindergarten Policy 21: Bullying & Harassment▪ Has the volunteer/staff member been provided with information about staff DECD protective practices?▪ Requirements regarding supervision and confidentiality (both on site and within the community)	Yes/No Yes/No Yes/No Yes/No Yes/No

<ul style="list-style-type: none"> ▪ Madge Sexton Kindergarten Policy 1: Health Food Supply & Nutrition ▪ Madge Sexton Kindergarten Policy 2: Sun Protection ▪ Madge Sexton Kindergarten Policy 3: Water Safety ▪ Madge Sexton Kindergarten Policy 9: Delivery and Collection of Children ▪ Madge Sexton Kindergarten Policy 10: Excursion Policy ▪ Madge Sexton Kindergarten Policy 13: Determining the responsible person present ▪ Madge Sexton Kindergarten Lunch Procedures 	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>PUBLIC SECTOR CODE OF ETHICS:</p> <p>Has the staff member/volunteer/student been provided with a copy of the Public Sector Code of Ethics and been advised of their obligations?</p>	<p>Yes/No</p>
<p>OCCUPATIONAL HEALTH, SAFETY AND WELLBEING:</p> <p>Has the staff member/volunteer/student been made aware of the relevant policies and procedures (and given copies of if necessary) for the site:</p> <ul style="list-style-type: none"> ▪ Madge Sexton Kindergarten Policy 4: Administration of First Aid ▪ Madge Sexton Kindergarten Policy 5: Incident, Injury, Trauma and Illness ▪ Madge Sexton Kindergarten Policy 6: Dealing with infectious diseases ▪ Madge Sexton Kindergarten Policy 7: Dealing with medical conditions ▪ Madge Sexton Kindergarten Policy 8: Emergency and Evacuation ▪ Has the staff member's approved First Aid training been sighted? (Or sighted on DECD form) 	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>CONFIDENTIALITY AND PRIVACY:</p> <p>Has the staff member/volunteer/student been made aware of their responsibilities in relation to confidentiality, privacy and cultural sensitivity?</p>	<p>Yes/No</p>
<p>COMPLAINT MANAGEMENT:</p> <p>Has the staff member/volunteer/student been made aware of the DECD and site complaint management policies and procedures?</p> <ul style="list-style-type: none"> ▪ Madge Sexton Kindergarten Policy 21: Bullying & Harassment ▪ Parent guide to raising a concern or complaint 	<p>Yes/No</p> <p>Yes/No</p>
<p>WORK ENVIRONMENT:</p> <p>Has the staff member/volunteer/student been made aware of the site's philosophy, daily routines, staff members, parking, etc?</p> <ul style="list-style-type: none"> ▪ Madge Sexton Parent Information Handbook 	<p>Yes/No</p>
<p>INDUCTEE (sign & date): _____</p> <p>INDUCTOR (sign & date): _____</p>	