

POLICY: 8.4 Induction and Professional Development Policy

Procedure: 8.11 Induction – Educators and Educator Assistants

This procedure aims to ensure both Educators and Educator Assistants are supported and encouraged during the induction process to understand their role in the provision of a quality early childhood education and care service. ICH Staff fall under the ICH Induction Procedure.

8.11.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **8.4 Induction and Professional Development Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) educators, educator assistants and parents to implement the policy. The procedure covers:

8.11.2 Role and Responsibilities of the Service

8.11.3 Service Induction Process

8.11.2 Role and Responsibilities of the Service

The Nominated Supervisor is responsible for ensuring that each Educator and Educator Assistant is informed of:

- Conditions of employment (as per relevant award) or in the case of Educators conditions of engagement.
- Code of practice at the workplace.
- Health and safety requirements.
- Other legal requirements (e.g. Workplace harassment).
- The policies and procedures of the Service.
- Expectations for job performance.

8.11.3 Service Induction Process

The Service's induction process is designed to assist the Educators and Educator Assistants:

- To learn about the Service, their fellow Educators, requirements of their job and the expectations of the Nominated Supervisor, CEO and Board by:
 - o polices and procedures outlining job requirements
 - o provide opportunities to meet with fellow Educators and Stakeholders

- Become aware of and understand the safety requirements and their obligations under the Workplace Health and Safety Act and Education and Care Services National Regulation by:
 - o providing training and time to engage with the policies and associate procedures,
 - o supporting in the implementation of policies and procedure with hands on experience.
 - o monitor the practices of Educators closely in the early stages of their engagements with the Service.
- Understand their conditions of employment or engagement with the Service by:
 - o policies outline roles and responsibilities (8.7 Role of the Service (Board, and Staff) Procedure and 8.8 Role of the Educators and Educator Assistants)
- Understand and agrees to what is acceptable behaviour for the workplace by:
 - o Work within the code of conduct and service philosophy

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

8.4 Induction and Professional Development Policy

Reference

Refer to 8.4 Induction and Professional Development Policy