

Induction Checklist for Volunteers and Students

Name: _____ Date: _____

To be completed with the nominated supervisor prior to commencing at the service. This induction is for all volunteers and all students participating in EEYS services.

Regular volunteer A person or parent (who's child attends the service) who willingly undertakes defined activities to support the education and care programs at a service in an unpaid or honorary capacity on an **ongoing** capacity. These activities may include child-related work, administrative tasks, or preparing materials or food and attending regular excursions (bush kindergarten).

Excursion volunteers: A person or parent (who's child attends the service) who willingly undertakes defined activities to support the education and care program through **once off** excursions or service events.

Student: A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement

Volunteer/Student	Please tick (where applicable)
Student Application form/ Volunteer and student Pack completed	
Working with Children Check	
Child Protection Training (regular Volunteers and students only)	
National Child Safe Training (regular Volunteers and students only)	
Sign In/Out Requirements	
Tour of Service / Bathroom facilities / Locker (If supplied)	
Shift times/ Breaks	
Uniform Policy/Dress Code/Hat	
Parking	
Introduced to key people - Nominated Supervisor, Educational Leader, Room Leaders and Educators	
I have been given access to all the policies and procedures of EEYS,	
I understand the content of service policies and procedures, including those relating to:	
• use of personal devices (<i>Safe Use of Digital Technologies and Online Environments</i>)	
• conduct while at the service (<i>Code of Conduct Policy</i>)	
• emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>)	
• accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>)	

Volunteer/Student	Please tick (where applicable)
<ul style="list-style-type: none"> dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy, Epilepsy and Seizures Policy and Administration of Medication Policy</i>) 	
<ul style="list-style-type: none"> good hygiene practices (<i>Hygiene Policy and Food Safety Policy</i>) 	
<ul style="list-style-type: none"> dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) 	
<ul style="list-style-type: none"> first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>) 	
<ul style="list-style-type: none"> daily routines 	
<ul style="list-style-type: none"> the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> interacting appropriately with children (<i>Interactions with Children Policy</i>) 	
<ul style="list-style-type: none"> reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Compliments and Complaints Policy and Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> handling complaints and grievances (<i>Compliments and Complaints Policy</i>) 	
<ul style="list-style-type: none"> child safety and wellbeing and child protection including how to respond to concerns (<i>Child Safe Environment and Wellbeing Policy</i>) 	
<ul style="list-style-type: none"> privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>) 	
<p>I am aware of the non-smoking policy of the service and not be affected by alcohol or drugs (including prescription medication) that would impair my capacity to complete my tasks (<i>Tobacco, E-Cigarettes, Alcohol, Vapes and other Drugs Policy</i>)</p>	
<p>The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor</p>	
<p>I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition</p>	

Volunteer or student name: _____

Signature: _____ Date: _____

Nominated Supervisor's name: _____

Signature: _____ Date: _____