



MSS & WAABINY OSHC

EDUCATOR AND EMPLOYEE ORIENTATION POLICY



PURPOSE

All new educators/employees or volunteers will receive an orientation to Montessori Stepping Stones (MSS) and their position that will provide them with introductions to children, families and colleagues, clear expectations about their working arrangements and explanations about the operations, philosophy, policies and procedures of MSS where possible before commencement of their duties.

SCOPE

All people involved in inducting educators, employees and volunteers at MSS – as well as families, educators and employees who assist in the continuous improvement and implementation of relating quality practices. For the purposes of this policy, any reference to employee includes employees and volunteers at MSS.

DESCRIPTION/GENERAL

MSS understands that an effective orientation process promotes retention of early childhood education and care professionals, which improves quality outcomes for all stakeholders and supports continuous improvement. It is acknowledged that high employee turnover disrupts the continuity of care, and the cohesiveness and morale of the educator/employee team.

Effective orientation to the MSS practices and standards supports continuity of quality standards and clarifies individual roles and responsibilities for newly appointed educators/employees.

MSS understands its responsibilities under Occupational Safety & Health law to ensure workers are informed of their own responsibilities for occupational safety and health within the workplace and given adequate supervision and on the job training to enable them to work safely.

The aim of the orientation program is to:

- assist the employee to settle in and become familiar with the new workplace and therefore adapt to the job more quickly
- assure the new employee receives accurate information about service policies and procedures, their role and the expectations of the employer
- provide opportunities to answer any questions and allay any concerns the new employee may have
- assist the new employee to carry out their tasks effectively
- build the employee's confidence and commitment to the service
- provide introductions to the employee team which help to foster positive relations between new and existing employees
- give the employee a favourable impression of the service

Page	1	Review Date:	13/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P17 Educator & Employee Orientation.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



MSS & WAABINY OSHC

EDUCATOR AND EMPLOYEE ORIENTATION POLICY



- lower recruitment and selection costs due to reduced employees turnover

LEGISLATION AND GOVERNMENT REQUIREMENTS

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Education and Care Services National (WA) Law Act 2012
- Education and Care Services National (WA) Regulations 2012

CHILDREN'S NEEDS

The continuity of care with opportunities to build relationships with new educators as well as the continuity of routines, learning and developmental experiences.

FAMILIES' NEEDS

The introductions to new educators/employees with opportunities to build relationships with new educators and continuity of MSS' policies and practices during employee changes.

EDUCATOR/EMPLOYEE NEEDS

Existing educator/employees need feel confident that new team members are given adequate support to perform required tasks and familiarise themselves with the operations of the service. New educators/employees need to feel welcome and be given introductions to children, families and colleagues. Educators/employees need clear expectations about their working arrangements and opportunities to ask questions before and after commencing employment.

MANAGEMENT NEEDS

New employees will be able to perform their tasks at the service competently and will be welcomed by the employee team and assisted to settle and adapt to their position within the service.

Before commencement all new educators/employees will meet with the management/nominated supervisor, who will:

- complete an orientation checklist with the new employee
- Setup their profile on our HR platform (Employment Hero), which will:
 - Provide access to all HR policies and procedures, which are to be read and acknowledged
 - Generate their employment contract for review and signing
 - Provide access to their position description, which is to be read and acknowledged
 - Guide them through the orientation process of completing all required certifications and training, and uploading all required documents to support this

Page	2	Review Date:	13/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P17 Educator & Employee Orientation.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



MSS & WAABINY OSHC

EDUCATOR AND EMPLOYEE ORIENTATION POLICY



- clarify any details in regard to probationary periods and provide information about MSS' performance review system
- discuss employment procedures such as timesheets, method of salary payments, superannuation, taxation forms etc
- discuss and highlight important policies and procedures which will be required to read and acknowledge through Employment Hero
- require that the new person reads and signs MSS's Confidentiality Agreement
- discuss the person's understanding of the National Quality Standards (NQS); Early Years Learning Framework (EYLF) and/or Framework for School Age Care (My Time our Place (MTOPI)) in Australia as well as MSS Centre Philosophy in relation to Maria Montessori's educational philosophy and method
- advise the new person about MSS' management structure and their lines of responsibility and communication with management
- show the person around the service and highlight key safety and health features such as fire extinguishers; evacuation plans; fire exits; and first aid kit storage; show the new person where they may store personal items and the location of the employees room; toilets; kitchen; parking etc; and provide introductions to the other team members
- allow the new person to spend some time in their designated work area so they may be introduced to the children, parents and other educators

FIRST WEEK

A mentor will be assigned to the new employee, generally the room leader, to provide guidance and answer any questions that arise in the course of their work. The appointed mentor will have a good working knowledge of our organisation, the position, must be friendly and approachable and have adequate time to spend with the new person as required.

New educators under the age of 18 years will always be supervised by an educator that has attained the age of 18 years and holds or is working towards an approved diploma level education and care qualification.

At the end of their first week of work the nominated supervisor will meet with the new person to get feedback about their impressions of the week and address any questions they may have.

Page	3	Review Date:	13/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P17 Educator & Employee Orientation.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



MSS & WAABINY OSHC EDUCATOR AND EMPLOYEE ORIENTATION POLICY



DOCUMENTS THAT ARE PART OF THE ORIENTATION/INDUCTION PROCESS

The following documents are all required to be read and acknowledged via the Employment Hero platform as part of MSS' orientation and induction process:

- MSS.P35 Supervision of Children
- MSS.P43 Workplace Harassment Prevention & Complaint Resolution
- MSS.P34 Suggestions, Complaints (Grievances) & Appeals
- MSS.P36 Protective Environment
- MSS.P07 Montessori Stepping Stones & Waabiny OSHC Philosophy
- MSS.P21 Medication & Medical Conditions
- MSS.P05 Health, Hygiene & Infection Control
- MSS.P01 Confidentiality & Privacy
- MSS.P30 Drugs, Alcohol & Tobacco
- MSS.P29 Employee Babysitting
- MSS.P42 Closed Circuit Surveillance
- MSS.P41 Casual Conversion Clause
- MSS.OP31 Late Collection of Children
- MSS.P40 Leave
- MSS.P39 Social Media
- MSS.OP22 Child Protection Procedure
- MSS.P18 Employee Appraisal, Training & Development
- MSS.P32 Employee Dress Code
- MSS.P38 Code of Conduct
- MSS.P37 Organisational Chart
- NHMRC publication – Staying Healthy in Childcare (5th edition)

Page	4	Review Date:	13/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P17 Educator & Employee Orientation.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



MSS & WAABINY OSHC EDUCATOR AND EMPLOYEE ORIENTATION POLICY



ON-GOING COMMUNICATION AND SUPPORT

Management will follow up with the new employee one month after the original induction to address any further questions and check the new person is settling happily into the workplace.

The appointed mentor will continue to provide support and ensure the maintenance and continuity of MSS's practices and standards until the new person has completed their probationary period, or the nominated supervisor considers they are fully settled into their position at the service.

At the end of the probationary period management will hold an appraisal meeting with the new person to identify their strengths and plan for professional development opportunities.

STUDENT PLACEMENT

The nominated supervisor will induct the student or volunteer prior to their contact with children at MSS and will act as mentor to provide on-going guidance and support.

Students and volunteers will always be supervised by an educator that is over the age of 18 years and holds or is working towards an approved diploma level education and care qualification, whenever they are educating or caring for children.

Page	5	Review Date:	13/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P17 Educator & Employee Orientation.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			