

New Employee's DECD ID Number			
Surname:	Given Name:		
Position:	Start Date:		
Site: WEST BEACH PRIMARY SCHOOL			
Instructions			
	ncy, currency and rigour around quality induction for all to be addressed at induction with suggested completion le from the <u>DECD induction website</u> .		
 Line managers (or delegated induction buddles checking off each action once completed. 	s) and new employees: work through the checklist together,		
 Both employee and line Manager are to sign and date the induction checklist on final completion. A copy is to be provided to the employee and the completed checklist stored as part of the employee's performance and development records. 			
*NOTE: Workplaces may have internal resources that can be used in addition to this checklist to tailor induction.			
Pre-commencement actions: Line Manager (or delegated induction buddy) Suggested completion date: <u>1-2 weeks before commencement</u>			
Refer to <u>Pre-commencement for Sites</u>			
 Appoint an induction buddy 	 Send a welcome message & notify the team 		
 Complete relevant forms & documentation 	 Work plan: prepare for week 1 		
– Do you have a staff handbook?	 Anticipate questions from new starters 		
 Arrange work space & ICT access 	 Access manager support 		
Line Manager must ensure, prior to commencemen	t, that they have sighted:		
Approved <u>Criminal History Screening clearance</u> covered by current SA Teacher Registration	(through DCSI Government Screening Unit) – otherwise		
 Evidence that staff have undertaken training in their child protection responsibilities. (All DECD staff are required to undertake training in their child protection responsibilities.) 			
 Anyone working or volunteering with children and young people in DECD school and care settings is required to undertake <u>Responding to Abuse and Neglect – Education and Care (RAN-EC)</u> <u>Training</u> (full day, face-to-face training) 			
 DECD staff who do not work in school and care settings are required to complete the <u>RAN-EC</u> (Responding to Abuse and Neglect – Education and Care) Online Update Training 			
	nselves with the <u>Guidelines for Mandated Notifiers</u> and are Safe Environments – Reporting Child Abuse and Neglect.		
Original employment documentation			
	gistration Certificate (note any special conditions or Emergency Life Support certificate; Authority to Work; and /		
Line Manager's Name:	Signature:		

Sugg	tation to the workplace ested completion date: isit to site & over the course of the first week	Completed	Date
Introd _	uced to staff Met your induction buddy or a key contact in your work unit		
Toure	d site grounds and facilities		
_	Identified your work space, including allocated storage areas		
_	Site boundaries, car park, class / room locations		
_	Emergency exits, first aid facilities, restrooms		
_	Staff area / kitchen / coffee/tea facilities, canteen		
_	Resource areas, printer / fax / photocopier / pigeon hole locations		
Admir	nistrative information		
_	Received workplace induction material (e.g. staff handbook)		
_	Received a copy of the job and person specification / role statement / standards		
_	Arranged security access: keys, security codes, ID badge		
_	Provided details of your emergency contact person (and any other relevant personal/medical information) to the administrative officer		
_	Asked your line manager if any further employment information or documentation is required		
_	Received a site map / plan, organisational chart, staff contact list / directory and class lists (if appropriate)		
_	Received information about the site's daily routine (lesson / session times, lunch / break times and your start & finish times)		
_	Received / created your timetable (copy sent to line manager), time sheet (if applicable), rosters, meeting schedules		
_	Been advised of the processes for:		
	 reporting absence & any relief arrangements (e.g. calling in sick) 		
	 your pay (including <u>Human Resources</u>, <u>electronic payslips</u> & <u>Payroll</u> contacts) 		
	 booking rooms, resources, ordering supplies, purchase requests 		
	 maintenance / cleaning 		
	 mail, fax, telephone: answering, transferring & diverting calls 		

Orientation to the workplace Suggested completion date: <u>first visit to site & over the course of the first week</u>	Completed	Date
Information and Communication Technology (ICT):		
 Identified ICT support / contact person 		
 Accessed Site & DECD ICT policies (refer to <u>SSO Net</u> or <u>A-Z Policy Index</u> <u>under 'I'</u>) including: 		
 <u>ICT Security Policy</u> <u>ICT Email Access and Use Policy</u> <u>ICT Internet Access and Use Policy</u> 		
 Signed an ICT Acceptable Use Agreement (see the DECD Standard – Acceptable Use Policies for Schools, Preschools and Children's Services Sites available via <u>SSO Net</u> or <u>contact ICT</u>) 		
 Mobile Communication Devices: considered the <u>Policy</u>, and <u>Standard</u> and signed a <u>User Agreement</u> 		
 Received access / logon details for ICT programs / systems 		
 Accessed your email account & set up your signature block with your contact details 		
 Identified storage arrangements: where to save your work 		
Communication procedures, protocols and expectations		
 Read through the <u>induction website</u>: the headings in the left sidebar contain 'big picture' content that will help you to develop a better understanding of DECD. 		
 Been informed of the DECD procedures and protocols for communicating with: 		
 Students, families and the community (e.g. site newsletter, notices, communication noticeboards) Other site staff 		
 Familiarised yourself with <u>communication channels used across DECD</u> 		
 Explored <u>LearnLink</u> & its functions 		
 Read through and bookmarked the DECD websites for: Induction, Work Health & Safety, the Site 		
Plan of action for first week Discussed the orientation to your new role with your line manager or leader and negotiated a plan for your first week		

Work Health & Safety (WH&S) – including Injury Management Suggested completion date: <u>first visit to site & over the course of the first week</u>	Completed	Date
Work Health & Safety (WH&S) (http://www.decd.sa.gov.au/hrhealthsafety/)		
Watched the <u>Work Health & Safety video clip</u> (alternate link to clip,) developed to promote awareness of the Work Health and Safety Act 2012 (SA), and your WH&S responsibilities		
Accessed information about Work Health and Safety policies, procedures, and responsibilities, and discussed these with your line manager, including:		
 <u>Legislative duties</u> 		
 Incident, Injury & Hazard Reporting 		
– Injury Management		
 Emergency Procedures – including but not limited to: evacuation, invacuation, fire, bomb threat, lockdown (see <u>Emergency Procedures</u> & <u>Emergency & Crisis Management</u>) 		
– <u>First Aid</u>		
 <u>Hazards</u> (see also <u>Hazard Guides</u>): Information about, and procedures for identifying and managing, hazards in the work area (including but not limited to: equipment, electrical testing, hazardous substances, chemical spills, security, manual handling) 		
 Work Health & Safety Consultation 		
– <u>Risk Assessment</u>		
– Grievance Procedures		
 Wellbeing and the Employee Assistance Program 		
 Location of WH&S forms 		
 Location of WH&S information (e.g. DECD web, central noticeboards in designated staff areas) 		
I acknowledge my responsibility to maintain my work area in a safe and tidy manner and to report any incidents, injuries and hazards.		
Signed by employee:		
Work Health & Safety contacts		
Complete the name and contact details for your representatives:		
Health & Safety Rep: Tel:		
First Aid Officer: Tel:		
Chief Fire Warden: Tel:		

Understanding Roles, Responsibilities and Expectations Suggested completion date: by the end of the second week	Completed	Date
Discussed and developed an understanding of:		
 Site priorities and values 		
 Site protocols, processes, procedures & expectations eg child/student management & wellbeing, <u>child safe environments</u>, <u>mandatory notification</u>, <u>Protective Practices</u>, communication, decision making, confidentiality, planning, records management, work forms, reporting 		
 Delegations associated with your role: <u>financial</u> & <u>purchasing</u>, and the <u>DECD</u> <u>Procurement Governance Policy</u> 		
 Conditions of employment and responsibilities of the role, including any extra-curricular commitments / special conditions 		
Identified system supports & key personnel (e.g. Directorate / Regional networks)		
Read the <u>Code of Ethics</u> and understood your responsibilities. If required, discussed any follow up questions with your manager.		
Checked for any changes to your timetable		
Visited the <u>Performance and Development webpage</u> , accessed the Policy and the Guideline, and started to consider your own Performance and Development Plan		
Accessed information about the <u>DECD connectED Induction Expo</u> and recorded the date of the next expo in your calendar		
Performance and Development Suggested completion date: <u>by the end of the first month</u>	Completed	Date
• • • • • • • • • • • • • • • • • • •		Date
Suggested completion date: by the end of the first month Established regular planning / performance & development meetings with your line	Completed	Date
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I declare that all items contained within this checklist have been addressed

SIGNED: Employee_____ Line Manager _____ Date: