



<b>New Employee's DECD ID Number</b>	
Surname:	Given Name:
Position:	Start Date:
Site: <b>WEST BEACH PRIMARY SCHOOL</b>	
<p><b>Instructions</b></p> <p>This induction checklist is designed to ensure consistency, currency and rigour around quality induction for all DECD employees. It includes information and actions to be addressed at induction with suggested completion dates. Comprehensive induction information is available from the <a href="http://www.decd.sa.gov.au/hrstaff/pages/induction">DECD induction website</a>.</p> <ul style="list-style-type: none"> <li>– Line managers (or delegated induction buddies) and new employees: work through the checklist together, checking off each action once completed.</li> <li>– 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.</li> </ul> <p>*NOTE: Workplaces may have internal resources that can be used in addition to this checklist to tailor induction.</p>	
<p><b>Pre-commencement actions: Line Manager (or delegated induction buddy)</b></p> <p><i>Suggested completion date: <u>1-2 weeks before commencement</u></i></p> <p>Refer to <a href="#">Pre-commencement for Sites</a></p>	
<ul style="list-style-type: none"> <li>– Appoint an induction buddy</li> <li>– Complete relevant forms &amp; documentation</li> <li>– Do you have a staff handbook?</li> <li>– Arrange work space &amp; ICT access</li> </ul>	<ul style="list-style-type: none"> <li>– Send a welcome message &amp; notify the team</li> <li>– Work plan: prepare for week 1</li> <li>– Anticipate questions from new starters</li> <li>– Access manager support</li> </ul>
<p><b>Line Manager must ensure, prior to commencement, that they have sighted:</b></p> <p><input type="checkbox"/> Approved <a href="#">Criminal History Screening clearance</a> (through <a href="#">DCSI Government Screening Unit</a>) – otherwise covered by current SA Teacher Registration</p> <p><input type="checkbox"/> Evidence that staff have undertaken training in their child protection responsibilities. (All DECD staff are required to undertake training in their child protection responsibilities.)</p> <ul style="list-style-type: none"> <li>▪ Anyone working or volunteering with children and young people in DECD school and care settings is required to undertake <a href="#">Responding to Abuse and Neglect – Education and Care (RAN-EC) Training</a> (full day, face-to-face training)</li> <li>▪ DECD staff who do not work in school and care settings are required to complete the <a href="#">RAN-EC (Responding to Abuse and Neglect – Education and Care) Online Update Training</a></li> <li>▪ Families SA staff: MUST familiarise themselves with the <a href="#">Guidelines for Mandated Notifiers</a> and are expected to undertake <a href="#">training in Child Safe Environments – Reporting Child Abuse and Neglect</a>.</li> </ul> <p><input type="checkbox"/> Original employment documentation</p> <ul style="list-style-type: none"> <li>▪ (As applicable) <u>current</u>: SA Teacher Registration Certificate (note any special conditions or restrictions); Authority to Teach; Basic Emergency Life Support certificate; Authority to Work; and / or other documentation as required</li> </ul>	
<p><b>Line Manager's Name:</b> _____ <b>Signature:</b> _____</p>	



<b>Orientation to the workplace</b> <i>Suggested completion date:</i> <u>first visit to site &amp; over the course of the first week</u>	Completed	Date
<b>Information and Communication Technology (ICT):</b> <ul style="list-style-type: none"> <li>– Identified ICT support / contact person</li> <li>– Accessed Site &amp; DECD ICT policies (refer to <a href="#">SSO Net</a> or <a href="#">A-Z Policy Index under 'I'</a>) including:               <ul style="list-style-type: none"> <li>– <a href="#">ICT Security Policy</a></li> <li>– <a href="#">ICT Email Access and Use Policy</a></li> <li>– <a href="#">ICT Internet Access and Use Policy</a></li> </ul> </li> <li>– Signed an ICT Acceptable Use Agreement (see the <i>DECD Standard – Acceptable Use Policies for Schools, Preschools and Children’s Services Sites</i> available via <a href="#">SSO Net</a> or <a href="#">contact ICT</a>)</li> <li>– Mobile Communication Devices: considered the <a href="#">Policy</a>, and <a href="#">Standard</a> and signed a <a href="#">User Agreement</a></li> <li>– Received access / logon details for ICT programs / systems</li> <li>– Accessed your email account &amp; set up your signature block with your contact details</li> <li>– Identified storage arrangements: where to save your work</li> </ul>	<input type="checkbox"/>	
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<b>Communication procedures, protocols and expectations</b> <ul style="list-style-type: none"> <li>– Read through the <a href="#">induction website</a>: the headings in the left sidebar contain 'big picture' content that will help you to develop a better understanding of DECD.</li> <li>– Been informed of the DECD procedures and protocols for communicating with:               <ul style="list-style-type: none"> <li>▪ Students, families and the community (e.g. site newsletter, notices, communication noticeboards)</li> <li>▪ Other site staff</li> </ul> </li> <li>– Familiarised yourself with <a href="#">communication channels used across DECD</a></li> <li>– Explored <a href="#">LearnLink</a> &amp; its functions</li> <li>– Read through and bookmarked the DECD websites for:               <ul style="list-style-type: none"> <li>▪ <a href="#">Induction</a>, <a href="#">Work Health &amp; Safety</a>, the Site</li> </ul> </li> </ul>	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
<b>Plan of action for first week</b>  Discussed the orientation to your new role with your line manager or leader and negotiated a plan for your first week	<input type="checkbox"/>	



Understanding Roles, Responsibilities and Expectations <i>Suggested completion date: <u>by the end of the second week</u></i>	Completed	Date
Discussed and developed an understanding of:	<input type="checkbox"/>	
– Site priorities and values	<input type="checkbox"/>	
– Site protocols, processes, procedures & expectations eg child/student management & wellbeing, <a href="#">child safe environments</a> , <a href="#">mandatory notification</a> , <a href="#">Protective Practices</a> , communication, decision making, confidentiality, planning, records management, work forms, reporting	<input type="checkbox"/>	
– Delegations associated with your role: <a href="#">financial</a> & <a href="#">purchasing</a> , and the <a href="#">DECD Procurement Governance Policy</a>	<input type="checkbox"/>	
– Conditions of employment and responsibilities of the role, including any extra-curricular commitments / special conditions	<input type="checkbox"/>	
Identified system supports & key personnel (e.g. Directorate / Regional networks)	<input type="checkbox"/>	
Read the <a href="#">Code of Ethics</a> and understood your responsibilities. If required, discussed any follow up questions with your manager.	<input type="checkbox"/>	
Checked for any changes to your timetable	<input type="checkbox"/>	
Visited the <a href="#">Performance and Development webpage</a> , accessed the Policy and the Guideline, and started to consider your own Performance and Development Plan	<input type="checkbox"/>	
Accessed information about the <a href="#">DECD connectED Induction Expo</a> and recorded the date of the next expo in your calendar	<input type="checkbox"/>	
<b>Performance and Development</b> <i>Suggested completion date: <u>by the end of the first month</u></i>	Completed	Date
Established regular planning / performance & development meetings with your line manager	<input type="checkbox"/>	
Commenced development of an initial Performance and Development Plan (available under Resources: <a href="#">Performance &amp; Development webpage</a> )	<input type="checkbox"/>	
Familiarised yourself with <a href="#">DECD's organisational structure</a>	<input type="checkbox"/>	
Discussed and gained an understanding of the site's improvement plan & the department's strategic directions (refer to <a href="#">Working in DECD</a> and <a href="#">About the department</a> )	<input type="checkbox"/>	
Accessed the <a href="#">Information Privacy Principles (IPPS) Instruction</a> (PC012), <a href="#">ICAC Directions and Guidelines</a> , <a href="#">Risk Management Policy &amp; Framework</a> and site & <a href="#">DECD policies, procedures &amp; guidelines</a> as relevant (see <a href="#">DECD A-Z Policy Index</a> )	<input type="checkbox"/>	
<b>Induction Review &amp; Completion</b> <i>Suggested completion date: <u>by the end of the induction process</u></i>	Completed	Date
Registered for the <a href="#">DECD connectED Induction Expo</a>	<input type="checkbox"/>	
Developed an initial Performance & Development Plan – see Resources: <a href="#">P&amp;D webpage</a>	<input type="checkbox"/>	
Reviewed your induction process with your line manager (or induction buddy as delegated) and identified: any outstanding induction actions and where any additional support is required	<input type="checkbox"/>	

***I declare that all items contained within this checklist have been addressed***

**SIGNED:** Employee \_\_\_\_\_ Line Manager \_\_\_\_\_ Date: \_\_\_\_\_