

**Induction Checklist:**  
Education Sites (schools/ pre-schools/ children's centres)

<b>New Employee ID Number</b>	
Surname	Given Name(s)
Position	Start Date (dd/mm/yyyy)
Site	Partnership
<p><b>Instructions</b></p> <p>This induction checklist is designed to ensure consistency, currency and rigour around quality induction for all department employees. It includes information and actions to be addressed at induction with suggested completion dates. Comprehensive induction information is available from the <a href="#">Education 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: As agreed with the employee, the Induction checklist can be tailored according to the duties being undertaken by the employee and according to the employee's prior experience. Workplaces may also have internal resources that can be used in addition to this checklist to tailor induction.</p> <p><i>Please note that Weekly Paid employees may choose to attend a 30-minute induction/orientation session in paid work time with their relevant employee association/union. It is a requirement of their new Enterprise Agreement (see section 37 – <a href="#">South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017</a>).</i></p>	
<p><b>Pre-commencement actions: Line Manager (or delegated induction buddy)</b> Suggested completion date: <u>1-2 weeks before commencement</u> 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>For <b>temporary employees</b> their;</p> <ul style="list-style-type: none"> <li><b>Authority to Teach</b> or their <b>Authority to Work</b> (these Authorities include expiry dates for Responding to Abuse and Neglect and First Aid training, however sites leaders may ask to see original copies if they choose), and</li> <li><a href="#">Relevant History Screening</a> which is either a DCSI Child-Related Employment Screening or Teacher Registration from the SA Teacher Registration Board).</li> </ul> <p>And discussed the requirements of any additional information on their <b>Authority to Teach</b> or their <b>Authority to Work</b>, this includes developing any Health Plan if required.</p> <p>For <b>permanent employees</b> their;</p> <ul style="list-style-type: none"> <li>Relevant History Screening as detailed above;</li> <li>A current <a href="#">Responding to Abuse and neglect - Education and Care</a></li> <li><a href="#">First Aid training</a> as required - specifically the Regulation requirements for early childhood programs</li> </ul> <p><b>Line Manager's Name:</b> _____ <b>Signature:</b> _____</p>	

<b>Orientation to the workplace</b> <i>Suggested completion date: <u>day one / over the course of the first week</u></i>	<b>Date Completed</b>
<b>Introduced to staff</b> <ul style="list-style-type: none"> <li>Met your induction buddy or a key contact in your school/preschool/partnership</li> </ul>	
<b>Toured site grounds and facilities</b>	
<ul style="list-style-type: none"> <li>Identified your work space, including allocated storage areas</li> </ul>	
<ul style="list-style-type: none"> <li>Site boundaries, car park, class / room locations</li> </ul>	
<ul style="list-style-type: none"> <li>Emergency exits, first aid facilities, restrooms</li> </ul>	
<ul style="list-style-type: none"> <li>Staff area / kitchen / coffee/tea facilities, canteen</li> </ul>	
<ul style="list-style-type: none"> <li>Resource areas, printer / fax / photocopier / pigeon hole locations</li> </ul>	
<b>Administrative information</b>	
<ul style="list-style-type: none"> <li>Received workplace induction material (e.g. staff handbook)</li> </ul>	
<ul style="list-style-type: none"> <li>Received a copy of the job and person specification / role statement / standards</li> </ul>	
<ul style="list-style-type: none"> <li>Arranged security access: keys, security codes, ID badge</li> </ul>	
<ul style="list-style-type: none"> <li>Provided details of your emergency contact person (and any other relevant personal/medical information) to the administrative officer</li> </ul>	
<ul style="list-style-type: none"> <li>Received a site map / plan, organisational chart, staff contact list / directory and class lists (if appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>Received information about the site's daily routine (lesson / session times, lunch / break times and your start and finish times)</li> </ul>	
<ul style="list-style-type: none"> <li>Received / created your timetable (copy sent to line manager), time sheet (if applicable), rosters, meeting schedules</li> </ul>	
<ul style="list-style-type: none"> <li>Been advised of the processes for: <ul style="list-style-type: none"> <li>reporting absence and any relief arrangements (e.g. calling in sick)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>your pay (including electronic payslips and payroll contacts)</li> </ul>	
<ul style="list-style-type: none"> <li><a href="#">Human Resources</a></li> </ul>	
<ul style="list-style-type: none"> <li>booking rooms, resources, ordering supplies, purchase requests</li> </ul>	
<ul style="list-style-type: none"> <li>maintenance / cleaning</li> </ul>	
<ul style="list-style-type: none"> <li>mail, fax, telephone: answering, transferring and diverting calls</li> </ul>	
<b>Information and Communication Technology (ICT):</b>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>Identified ICT support / contact person</li> </ul>	
<ul style="list-style-type: none"> <li>Accessed the department's ICT Policies - refer to <a href="#">ICT Services Portal</a> - (and any other workplace specific ICT policies) 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> </ul>	
<ul style="list-style-type: none"> <li>Signed an <i>ICT Acceptable Use Agreement</i> (please refer to <a href="#">Acceptable Use Policies for Schools, Preschool and Children's Services' Sites standard</a>) <i>*Sites are required to create their own individual acceptable use agreement.</i></li> </ul>	
<ul style="list-style-type: none"> <li>Mobile Communication Devices: Refer also to <a href="#">mobiles and wireless broadband</a> on the <a href="#">ICT Services Portal</a>.</li> </ul>	

<b>Orientation to the workplace</b> <i>Suggested completion date: <u>day one / over the course of the first week</u></i>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>Received access / logon details for ICT programs / systems.</li> </ul>	
<ul style="list-style-type: none"> <li>Accessed your email account and set up your signature block with your contact details.</li> </ul>	
<ul style="list-style-type: none"> <li>Identified storage arrangements: where to save your work.</li> </ul>	
<b>Communication procedures, protocols and expectations</b>	
<ul style="list-style-type: none"> <li>Read through and bookmarked the department's website for: <a href="#">Induction</a>.</li> </ul>	
<ul style="list-style-type: none"> <li>Been informed of the department's procedures and protocols for communicating with: <ul style="list-style-type: none"> <li>Students, families and the community (e.g. site newsletter, notices, and communication noticeboards)</li> <li>Other site staff.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Familiarised yourself with <a href="#">communication channels used across the department</a> and within your work unit (e.g. newsletters, notices / noticeboards)</li> </ul>	
<ul style="list-style-type: none"> <li>Explored <a href="#">LearnLink</a> and its functions</li> </ul>	
<ul style="list-style-type: none"> <li>Set up access to <a href="#">Plink</a> (The department's Professional Learning Link)</li> </ul>	
<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	
<b>Work Health &amp; Safety (WH&amp;S) – including Injury Management</b> <i>Suggested completion date: <u>first visit to site &amp; over the course of the first week</u></i>	<b>Date Completed</b>
Noted the contact details for Work, Health and Safety: t: (08) 8226 1440 e: <a href="mailto:Education.WHS@sa.gov.au">Education.WHS@sa.gov.au</a>	
Completed <a href="#">WHS induction for workers online training</a> .	
Located work health and safety policies, procedures and related documents on the intranet. <a href="https://edi.sa.edu.au/hr/for-managers/health-and-safety/safety-management">https://edi.sa.edu.au/hr/for-managers/health-and-safety/safety-management</a> .	
Discussed site specific hazards, reporting processes for hazards and injuries, and emergency protocols with your line manager.	
Site location of the following identified: <ul style="list-style-type: none"> <li>WHS forms/templates</li> <li>WHS information (such as noticeboards, documents, intranet).</li> </ul>	
Contact details of the following site representatives identified (as applicable):  Health & Safety Rep: _____ Tel: _____  First Aid Officer: _____ Tel: _____  Chief Fire Warden: _____ Tel: _____	
<b>Employee Wellbeing</b> <i>Suggested completion date: <u>day one and over the course of the first week</u></i>	<b>Date Completed</b>
Noted the contact details for Employee Wellbeing: t: (08) 8226 7942 e: <a href="mailto:Education.MyWellbeing@sa.gov.au">Education.MyWellbeing@sa.gov.au</a>	

Located employee wellbeing, programs, procedures and related documents on the intranet. <a href="https://edi.sa.edu.au/hr/for-individuals/work-conditions/mywellbeing">https://edi.sa.edu.au/hr/for-individuals/work-conditions/mywellbeing</a> .	
Accessed the <a href="#">Employee mental health and wellbeing procedure</a> .	
Completed the <a href="#">Introduction to mental health awareness</a> , <a href="#">Approaching an employee you're concerned about</a> and <a href="#">Managing mental health risks at work</a> online training.	
Familiarised yourself with <a href="#">Employee Assistance Program (EAP)</a> and the services available to you. Service providers: CHG t: 1800 870 147 e: <a href="http://chg.net.au">http://chg.net.au</a> Access t: 1300 66 77 00 e: <a href="https://accesssa.com.au/">https://accesssa.com.au/</a> Human Psychology t: 1300 277 924 e: <a href="http://humanpsychology.com.au/">http://humanpsychology.com.au/</a> Benestar t: 1300 360 364 e: <a href="https://benestar.com/">https://benestar.com/</a>	

<b>Understanding Roles, Responsibilities and Expectations</b> <i>Suggested completion date: <u>by the end of the second week</u></i>	<b>Date Completed</b>
Discussed and developed an understanding of: <ul style="list-style-type: none"> <li>The purpose and functions of the SA Public Sector <a href="#">SA Public Sector Induction</a>.</li> <li>Site protocols, processes, procedures &amp; expectations e.g. child/student management and 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.</li> <li>Finance and financial management – identify finance requirements by reviewing the <a href="#">Introduction to school and preschool finance</a> page and exploring relevant webpage links.</li> <li>Familiarised yourself with purchasing requirements detailed on the <a href="#">Procurement</a> webpage.</li> <li>Conditions of employment and responsibilities of the role, including any extra-curricular commitments / special conditions.</li> </ul>	
Identified system supports and key personnel (e.g. Directorate / Regional networks).	
Completed the <a href="#">Code of Ethics</a> online training through PLINK and understood your responsibilities. Provided your certificate of completion for inclusion on your induction record.	
Familiarise yourself with <a href="#">your responsibilities as a public servant</a> and <a href="#">resolving complaints and requesting reviews</a> .	
Visited the Performance and Development webpage, accessed the performance and development <a href="#">policies and guidelines</a> , and started to consider your own <a href="#">Performance and Development Plan</a> .	
<b>Performance and Development</b> <i>Suggested completion date: <u>by the end of the first month</u></i>	<b>Date Completed</b>
Established regular planning / performance & development meetings with your line manager.	
Commenced development of an initial Performance and Development Plan (available under Resources: <a href="#">Performance and Development webpage</a> ).	
Familiarised yourself with the department's <a href="#">organisational structure</a> .	
Discussed and gained an understanding of the site's improvement plan and the department's strategic directions (refer to <a href="#">the department</a> ).	

Accessed the:	
• <a href="#">Privacy Principles (IPPS) Instruction</a> (PC012)	
• <a href="#">Risk Management Policy and Framework</a>	
• <a href="#">Fraud, Corruption, Misconduct and Maladministration Control Policy and Framework</a>	

<b>Induction Review &amp; Completion</b> <i>Suggested completion date: <u>by the end of the induction process</u></i>	<b>Date Completed</b>
Completed Phase 1 of the <a href="#">Induction survey</a> . You will receive an email inviting you to complete additional surveys at 12 weeks and 6 months.	
Developed an initial Performance & Development Plan – see Resources: <a href="#">Performance and Development webpage</a>	
Completed <a href="#">White Ribbon Online Training Module 1: Understanding Men’s Violence Against Women</a> and <a href="#">Working Together – Cultural Awareness</a> training	
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.	

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

**SIGNED:**

Employee: \_\_\_\_\_ Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_