



Attachment 1

INDUCTION CHECKLIST FOR VOLUNTEERS & WORK EXPERIENCE STUDENTS

Original to be kept in Educators Staff Record

TICK	STAGE Six – Induction and Orientation to the service for Work Experience Students and Volunteers	INITIALED
	Orientation to the service – Work Experience Students and Volunteers <ul style="list-style-type: none"> • Sign In/Out book • Guidelines for Emergency Staff • Supervision plans both inside and out • Emergency evacuation/exits • Plans – medical: first aid, anaphylaxis etc. 	
	Print Student and Volunteer Data Form (Shine Bright EYM website under staff forms) complete, send copy to Shine Bright EYM Central Office and file in Staff records folder.	
	Introduce Work Experience Student or Volunteer to other staff	
	Place an introduction sign at entrance	
	Please provide a temporary name badge	
	Where possible, introduce the Work Experience Student or Volunteer to children and families	
	The following points have been made clear to me:	
	Daily Routines	
	The importance of OH&S and following safe work practices and reporting hazards.	
	The importance of Privacy and confidentiality of information	
	Child Protection – any information or observation to be reported immediately to the responsible person in charge.	
	Parent Interactions – any questions or complaints from parents to be directed immediately to the Early Childhood teacher	
	The importance of good hygiene practices.	
	Non-smoking regulation	
	The expectations of my placement/engagement have been clearly explained to me.	
Service Name		
Orientation Date		
Name of Work Experience Student or Volunteer		
Signature of Work Experience Student or Volunteer		
Name of Responsible Person in charge providing orientation		
Signature of Responsible Person in charge providing orientation		

Copy to be provided to Shine Bright EYM Central Office