**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* 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 tochildren and families |  |
| **The following points have been made clear to me:** |
|  | Daily Routines |  |
|  | The importance of OH&S and following safe work practices and reportinghazards. |  |
|  | The importance of Privacy and confidentiality of information |  |
|  | Child Protection – any information or observation to be reportedimmediately to the responsible person in charge. |  |
|  | Parent Interactions – any questions or complaints from parents to bedirected immediately to the Early Childhood teacher |  |
|  | The importance of good hygiene practices. |  |
|  | Non‐smoking regulation |  |
|  | The expectations of my placement/engagement have been clearlyexplained to me. |  |
| Service Name |  |
| Orientation Date |  |
| Name of Work Experience Student or Volunteer |  |
| Signature of Work Experience Student orVolunteer |  |
| Name of Responsible Person in charge providing orientation |  |
| Signature of Responsible Person in chargeproviding orientation |  |

Copy to be provided to Shine Bright EYM Central Office