

**Attachment 1**

INDUCTION CHECKLIST FOR VOLUNTEERS & WORK EXPERIENCE STUDENTS

Original to be kept in Educators Staff Record

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| **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 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