



STAFF INDUCTION INCLUDES STUDENTS AND VOLUNTEERS

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|----|--|----------------------|
| 1. | Introduction to all staff members by name and role | <input type="text"/> |
| 2. | Emergency evacuation and exits and general orientation | <input type="text"/> |
| 3. | Occupational Health and Safety procedures | <input type="text"/> |
| 4. | Staff members or volunteers special needs or health action plans | <input type="text"/> |
| 5. | Children's special health, social or cultural needs or considerations. | <input type="text"/> |
| 6. | Discussion of duties. | <input type="text"/> |
| 7. | Discussion of pays/levels etc if applicable. | <input type="text"/> |
| 8. | Staff or student handbook given or staff/volunteers/students. | <input type="text"/> |
| 9. | Follow up discussions and questions. | <input type="text"/> |

STAFF

- | | |
|--|----------------------|
| • Relevant documentation | <input type="text"/> |
| • WWC (if applicable) | <input type="text"/> |
| • Tax file Number, Employee Declaration form | <input type="text"/> |
| • Qualifications | <input type="text"/> |
| • current first aid certificate (Permanent staff only) | <input type="text"/> |

STUDENT/VOLUNTEER

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|---|----------------------|
| • Relevant documentation | <input type="text"/> |
| • Insurance details for placement (students only) | <input type="text"/> |
| • Name, contact details of co-ordinator and school or RTO | <input type="text"/> |
| • WWC (if applicable) | <input type="text"/> |

Staff member giving induction.....Signature.....

I have been given and read all relevant information. I have access to all relevant policies

Name of Staff/Student/Volunteer (Please circle).....

Signature.....Date.....