



Wynn Vale Preschool

Educator Induction Procedures

These procedures are based on the Department for Education guidelines.

Educators (permanent or contract) who are new to the centre will be:

- Informed of the name of their line manager / principal and the Preschool coordinator
- Taken on a guided tour of the Preschool
- Informed of their job expectations
 - Roles & responsibilities
 - Code of Conduct
 - Code of Ethics
 - Preschool procedures and routines
 - Programming responsibilities
 - Times of planning and programming meetings
 - NIT allocation
 - Requirements of students with additional needs
 - Access to contact details / information for students and families
 - Lunch and snack time supervision
 - Times of Wynn Vale School staff meetings
- Given access to Wynn Vale Preschool's philosophy
- Given access to Wynn Vale Preschool's site-specific policies and procedures
 - Behaviour Guidance
 - Grievance Procedures
 - Skin Protection & Hot Weather
 - Healthy Food & Nutrition
 - Induction
 - Arrival and Collection
 - Water Safety Procedures
 - Sleep / Rest Procedures
 - Travel Procedures
- Informed about emergency procedures (evacuation and lock-in procedures) and shown where they are displayed in the Preschool classroom
- Informed about toileting and First Aid arrangements:
 - For children and staff
 - Access to health needs of individual students
 - First aid equipment
 - First Aid Log
 - Completion of notes to inform parents of the injury and the action taken
 - When to phone parents regarding an injury
- Informed of the policy and procedures relating to reporting incidents, accidents and injuries (including Incident Response Management System (IRMS))

- Informed about procedures for organising incursions (e.g. performances) and excursions, including risk assessment forms and other relevant forms
- Informed of Professional Development expectations and opportunities
- Informed of Performance Review expectations
- Informed of the role of the Health and Safety committee at Wynn Vale School
 - Names of committee members
 - Policy and procedures relating to reporting hazards in the workplace
 - Location of Health and Safety noticeboard in WVS staffroom
 - Health and Safety folder for recording issues / concerns
 - Informed of the policy and procedures relating to manual handling
 - Informed of the policy and procedures relating to harassment or grievances

Leader/Coordinator Responsibilities:

- Structured, individualised induction processes for each new educator – this includes completing the ***Induction Checklist*** with the educator
- Site photo ID of new educators
- Obtain copies of :
 - Teacher Registration Certificate
 - Working with Children Check
 - RHAAN training certificate
 - First Aid Certificate
- Establish a productive professional relationship with the new educator
- Collaborate with the new educator to establish their performance and development programme including any professional learning that will further support transition to their role and the workplace
- Ask for feedback from the educator and alter your induction process if appropriate
- Continue the induction process until the educator is successfully integrated and comfortable with their role in the workplace.

Temporary Relieving Teachers (TRT's) and relieving School Services Officers (SSO's) who are new to the centre will be:

- Informed of the name of the Preschool coordinator and the school principal
- Asked for a copy of the following documents which will be kept on file:
 - Authority to Teach or Authority to Work
 - Working with Children Check
 - Evidence of RHAAN training
- Taken on a guided tour of the Preschool
- Informed of their job expectations
 - Roles & responsibilities
 - Preschool procedures and routines
 - Requirements of students with additional needs
 - Access to contact details / information for students and families
 - Lunch and snack time supervision
- Given access to Wynn Vale Preschool's philosophy
- Given access to Wynn Vale Preschool's site-specific policies and procedures
 - Behaviour Guidance
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- Healthy Food & Nutrition
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 - Names of committee members
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 - Informed of the policy and procedures relating to manual handling
 - Informed of the policy and procedures relating to harassment or grievances

Reviewed on Wednesday 3rd August 2022

Endorsed by Wynn Vale School Governing Council:

Chairperson Signature: _____

Date: 3/8/22

Date for review: August ~~2023~~ 2024