PROBATION INDUCTION AND ORIENTATION POLICY

Our Service aims to implement a probation and induction orientation program to ensure employees are aware of their roles and responsibilities to enable effective performance within their employment at [Heywood Early Learning]. A formal induction and orientation program provides an opportunity for new employees to have an understanding of the values and organisational culture within our Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4	Definitions
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
84	Awareness of child protection law
90	Medical conditions policy
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
Part 4.4	Staffing Arrangements
Division 7	Approval and determination of qualifications
Division 9	Staff and educator records—centre-based services

RELATED LEGISLATION

	Fair Work Act 2009
Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Services National Law Act 2010	Children and Young Persons Act 1998
Sex Discrimination Act	Family Law Act 1975
Child Care Subsidy Secretary's Rules 2017	Child Care Subsidy Minister's Rules 2017
A New Tax System (Family Assistance) Act 1999	
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook	

RELATED POLICIES

CCS Governance Policy CCS Personnel Policy Child Protection Policy Child Safe Environment Policy Code of Conduct Policy Dealing with Complaints Policy Governance Policy	Privacy and Confidentiality Policy Recruitment Policy Safe Use of Digital Technologies and Online Environment Policy Staffing Arrangements Policy Student, Volunteer and Visitors Policy

PURPOSE

We aim to ensure the most suitably qualified, experienced and reliable staff are employed at our Service. We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law and National Regulations, Children and Young Persons Act, (Vic) Fair Work Act, Family Assistance Law and Anti-Discrimination Act.

The National Quality Framework states that a comprehensive induction process plays a critical role in creating and maintaining a positive and professional culture. By providing an efficient and effective induction and orientation program we aim to ensure employees have the skills and knowledge to perform their roles confidently.

An effective induction and orientation program provides a formal process to provide new employees, students and volunteers with information regarding service policies, procedures and practices. An induction and orientation program are available for all new employees and employees returning to work after a period of absence to ensure a smooth integration into our Service.

At the time of employment, management will provide the employee with a Fair Work Information Statement and casual employees will be provided with a copy of the Casual Employee Information Statement (CEIS) at time of engagement.

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor, volunteers, students and management of the Service.

CHILD SAFE STANDARDS

Our Service is committed to be a child safe Education and Care Service and embeds the National Child Safe Principles- Child Safe Standards. [Vic] Our robust recruitment, probation and induction/orientation processes play a vital role in protecting children from harm.

PROBATIONARY PERIOD

All new employees are subject to a probationary period of six (3) months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee.
The probationary period is a condition of employment for all new employees. During this time employees will receive advice, training and guidance to help them become familiar with and

competent in, performing the work they have been appointed to do. The appointment is subject to the satisfactory completion of the probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

During the probationary period an induction and orientation program will be initiated with the new employee. This allows the new employee an opportunity to understand the expectations and standard of conduct required to pass the probationary period.

Probationary meetings will be scheduled within the first week of employment and then monthly during the probationary period. Feedback will be provided to the employee regarding performance and additional training and mentoring may be offered if required. The probation meeting is also an opportunity for the new employee to ask any questions or raise any concerns. A Probationary Meeting checklist and record will be completed to document the meeting and placed into the staff file. *(See Probation Meeting Review)*

The employee may terminate employment within the probationary period by providing the appropriate notice in writing as per employment contract. The employer may terminate employment within the probationary period by providing the appropriate notice as per employment contract. A termination of employment letter will state the reason of termination, notice period and the date of the employees last day of employment. *(See Probation Letters)*

At the end of the probationary period, the approved provider or appointed nominee will advise if the employee has successfully completed the probationary period and provide a letter confirming their ongoing employment. *(See Probation Letters)*

Employees, full time and part time, will accrue and are eligible to access paid leave entitlements during the probationary period such as annual leave and sick leave. If an employee does not pass their probation period any unused annual leave entitlements will be paid out.

PROBATION AND COMPLIANCE WITH POLICIES AND PROCEDURES

During the probationary period, employees are expected to familiarise themselves with and consistently follow the Service's policies and procedures.

- Performance and conduct: Failure to comply with policies and procedures may result in corrective action, including verbal or written warnings.

- Support and training: Where appropriate, additional guidance, training or supervision will be provided to support the employee in meeting expectations.
- Serious breaches: Any serious breach of policy (such as safety, confidentiality, or child protection obligations) may result in immediate termination of employment.
- Ongoing suitability: Continued non-compliance during probation may indicate that the employee is unsuitable for the role and may lead to termination of employment in accordance with the employment contract and the Fair Work Act 2009.

INDUCTION AND ORIENTATION

Our Service is committed to providing a comprehensive induction program to ensure the smooth integration of new employees, students and volunteers. The approved provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process.

The approved provider or assigned nominee will provide details to new employees about the *Fair Work Act* regarding the 'right to disconnect' and expectations for contact outside of hours, the process for making contact and expectations for any changes to shifts.

An induction checklist will be used to support this process, which explains an employee's responsibility to know the policies, procedures and practices within our Service and their duty of care obligations to ensure the safety and wellbeing of all children.

Induction will include relevant information on child safe practices adhering to the National Principles Child Safe Organisations -Child Safe Standards National Model Code and Guidelines for taking images and video of children while providing education and care, Code of Conduct, Child Information Sharing Schemes (CISS) and strategies that identify, assess and minimise risks to children and mandatory reporting procedures including the Reportable Conduct Scheme. (See *Induction Checklist).*

New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with the *Child Protection Policy* to understand the Child Protection Law and their obligations and mandatory reporting duties to ensure the safety and wellbeing of children at the Service.

On the first day of employment the approved provider or assigned nominee will ensure the new employee has completed all relevant paperwork. *(See Individual Staff Record)*. The *New Educator Orientation Guide* and resources are available to ensure all areas of the service are covered in the first week. The new employee will be encouraged to complete the *New Educator Orientation Survey* at the end of their probation period.

The induction and orientation program will work alongside the probation period. It is expected the induction and orientation program will be performed during the 3 month probation period.

The new employee, student or volunteer will be required to read and become familiar with key Service policies and procedures as part of the induction and orientation program. These include, but are not limited to, the following key policies:

- Child Protection Policy
- Child Safe Environment Policy
- Safe Use of Digital Technologies and Online Environments Policy
- Sick Staff Policy and Procedure
- Code of Conduct Policy
- Behaviour Guidance Policy
- Educational Program Policy
- Work Health and Safety Policy
- Privacy and Confidentiality Policy
- Emergency Evacuation Policy
- Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Dealing with Complaints Policy
- Safe Arrival of Children Policy (If applicable)
- Safe Transportation Policy (if applicable)
- Reportable Conduct Scheme Policy (VIC)

During the induction and orientation program, new employees, students and volunteers will be advised of any children with a health care need, allergy or relevant medical condition. The Service Philosophy, Staff Handbook, Code of Conduct and the Early Childhood Australia Code of Ethics will be shared with the new employee, student or volunteer during the induction and orientation program.

All new employees will be appropriately trained and informed of workplace health and safety policies and procedures before commencing employment, such as hazard and incident forms and reporting procedures, use of PPE equipment, location of fire safety equipment, emergency and evacuations procedures (including lockdowns), location and use of Safety Data Sheets (SDS), any WorkCover information, security procedures and location of first aid kits as described in the *Induction Checklist*.

As part of the induction and orientation program, the approved provider or assigned nominee will provide opportunities for discussing and unpacking the following key documents, (including the location of these documents):

- Education and Care Services National Law and National Regulations
- The National Quality Standard
- Service Policies and Procedures
- Belonging, Being and Becoming: The Early Years Learning Framework
- My Time Our Place: Framework for School Age Care in Australia (as required)
- Early Childhood Australia- Code of Ethics
- National Principles Child Safe Organisations -Child Safe Standards- [Vic]
- Reportable Conduct Scheme [Vic
- Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Schemes (FVISS) [Vic
- National Model Code and Guidelines

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Probation, Induction and Orientation Policy* will be reviewed annually or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Code of Conduct – Staff Acknowledgement Individual Staff Record Induction Checklist New Educator Orientation Survey New Employee Introduction Letter New Employee Orientation Guide Probation Letters – Guide and Drafts	Probation Meeting Procedure Probation Meeting Review Form Staff Handbook Student Volunteer Induction Checklist Student Volunteer Handbook

SOURCES

Australian Children's Education & Care Quality Authority. (2025). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2024. *Taking Images or Videos of Children While Providing Early Childhood Education and Care. Guidelines for the National Model Code.*
Australian Government. Fair Work Ombudsman. (2024). Hiring employees
Australian Human Rights Commission. Child Safe Organisations. https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2025)
Education and Care Services National Regulations. (Amended 2025)
NSW Government. (2020). Office of the Children's Guardian: A guide to the Child Safe Standards
Victoria Government. Business Victoria. (2020). Staff induction program and probation review
Western Australian Legislation Education and Care Services National Law (WA) Act 2012 (For WA Services only)
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012

REVIEW

POLICY REVIEWED BY	[NAME] Amy Flockhart	[POSITION] office admin	[DATE] 08/07/2026
POLICY REVIEWED	NOVEMBER 2025	NEXT REVIEW DATE	NOVEMBER 2026
VERSION NUMBER	V6.11.25		
MODIFICATIONS	• annual policy review • additional section added: Probation and Compliance with Policies and Procedures • additional related resources added • sources checked for currency and updated as required		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
NOVEMBER 2024	• annual policy maintenance • probation period increased to six (6) months • inclusion of National Model Code and Guidelines • inclusion of 'right to disconnect' legislation in *Fair Work Act* • inclusion of Fair Work Information Statement and Casual Employment Information Statement • sources checked for currency and updated as required	NOVEMBER 2025