



**Klemzig Kindergarten**

Nurture ■ Growth ■ Excellence

## KLEMZIG KINDERGARTEN

# Staff/Volunteer/Student Induction Policy

National Quality Standard [4.2](#) [Regulation 168 \(2\) \(i\)](#) Related Key Regulations: [149](#), [77](#), [85](#), [90](#), [97](#), [145](#), [156](#), [170](#), [171](#)

When any new member of staff, a volunteer or student begins at our site we ensure they are welcomed and informed about safe work practices, policies and kindergarten practices. This is to ensure they are knowledgeable about our kindergarten and able to carry out their role with confidence.

The kindergarten has a folder of information that every staff, student and volunteer who would like to be involved in the kindergarten's activities is required to read. This folder consists of important information including the kindergarten's philosophy and goals, policies and procedures, roles and responsibilities whilst at the kindergarten. The induction folders are kept under the volunteers sign in folder near main entrance door.

Governing Council members and regular volunteers will be asked to complete an application for a criminal history check. Volunteers will complete the volunteer's Induction checklist and will receive Responding to Abuse and Neglect training.

Volunteers and visitors will need to sign in and out each time they visit the centre.

It is a requirement that volunteers read the DECD Volunteer Policy.

<http://www.decd.sa.gov.au/docs/documents/1/VolunteersInEducational.pdf>

<http://www.decd.sa.gov.au/docs/documents/1/ScreeningandCriminalHisto.pdf%22%20target=%22main>

**Reviewed September 2016**