

4.10 ORIENTATION - EDUCATORS

Purpose Statement

Orientation programs are tailored to meet the individual needs of educators upon completing all regulatory requirements (including completion of registration documentation).

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

Policy Statement

TO ORIENTATE PROFESSIONAL, RESPONSIBLE AND APPROPRIATELY SKILLED EDUCATOR'S BASED ON THE PRINCIPLES OF EQUITY, INCLUSION AND DIVERSITY, WITH THE AIM OF ESTABLISHING A SAFE AND PROTECTIVE EDUCATION AND CARE ENVIRONMENT FOR CHILDREN.

Procedures

General

Educators will be supported through an individual orientation process upon registration. This process will include (upon completion of all registration documents):

1. Provision of information on FDC policies and procedures, safety rules and terms of appointment.
2. Facilitation of an *Orientation Safety* check to ensure the FDC residence meets health and safety requirements.
3. Discussion regarding an educator's roles and responsibilities and methods used to monitor performance.
4. Supporting educators to settle children into the service gradually by working together with families (and educators) to increase the period of attendance over a number of days or weeks.
5. Signing of Windermere's Family Day Care Code of Conduct.
6. Training in child protection, child development and the unique and diverse needs of individual children and their families.
7. Provision of the name and contact details of an experienced educator who will act as a mentor to the newly orientated educator.
8. A field visit by an assigned coordinator (within a week of care commencing) to discuss progress and address any areas of concern.



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Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004

Related Policies & Links

- Code of Conduct
- *Orientation Safety* check