

# Volunteer and Student Orientation checklist



<b>Service Name:</b>		<b>Date:</b>	
<b>Inductee Name:</b>			
<b>Inductor Name:</b>			
<b>Additional Attendees:</b>			

Item	Complete Y/N
I have been given access to all the policies and procedures of Eureka Community Kindergarten Association Inc. (ECKA).	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none"> <li>• conduct while at the service (<i>Code of Conduct Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• good hygiene practices (<i>Hygiene Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• daily routines</li> </ul>	
<ul style="list-style-type: none"> <li>• the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• interacting appropriately with children (<i>Interactions with Children Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma &amp; Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• handling complaints and grievances (<i>Complaints and Grievances Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• child safety and wellbeing and child protection including how to respond to concerns (<i>Child Safe Environment Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>• I am aware of the non-smoking policy of the service</li> </ul>	
<ul style="list-style-type: none"> <li>• The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor</li> </ul>	
<ul style="list-style-type: none"> <li>• I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition</li> </ul>	