



## Early Childhood Induction Toolkit

### Factsheet 2

# Induction: First Day Checklist

## What is this for?

This checklist is part of a suite of 18 resources to support the induction of new team members when they join a new ECEC service. You can learn more about this in the Course Introduction of the accompanying eLearning module.

## Who is this for?

This checklist is for both those leading the induction (leaders and managers, or anyone identified as a mentor or buddy) and the new member of staff undergoing the induction.

## How do I use it?

Use this checklist to guide you through induction activities required for the first day of employment.

## Use this together with these resources:

- First Week Induction Checklist
- First Month Induction Checklist
- Preparing the Probationary Plan Guide
- Probationary Period Plan Template

“

Day one, what's important is those critical things, that sense of belonging, introducing people, where to get your cup of tea, a tour of the service and an introduction to key people.”

**Michelle, Gowrie Broadmeadows Valley**

Research confirms that there is a link between a good induction, employee retention and quality early childhood education and care. Effective induction practices benefit both employers and new team members by enhancing wellbeing, resilience, professional culture, efficacy, satisfaction, identity development, and reducing the risk of burnout.

This document sits within a suite of induction resources that provide an overall structure that ensure that new team members get off to a good start. The below checklist outlines onboarding tasks as well as key induction activities that ensure a new team member has the most relevant information for a good start on their first day.

Just as important as providing the new team member with the information in this list, is the relational nature of induction. Therefore, taking the time for inductors and new team members to get to know each other during the induction process is key for building an ongoing trusting relationship.

Please use the checklist on the following page to guide inducting new employees on their first day. You can add N/A to elements that do not relate to your service or add new items to the list in the blank spaces. When finished, please ensure the checklist is signed and dated at the bottom of the form and follow your service's relevant processes for completing and maintaining confidential records.

Team member name	Inductor name
Name of service	Inductor position
Team member position	Team member start date

Completed Date

## Onboarding (before commencement)

Call team member as a welcome and provide details for first day (e.g. time to arrive, parking/transport considerations etc.)

Send welcome email with information such as service philosophy, code of conduct and [Fair Work information](#) to new employee.  
Request employment documents:

- Signed employment contract
- Work history check (for classification purposes)
- Tax File number declaration form
- Superannuation form
- Relevant screening checks such as: Police checks, Working with Children check, VIT registration (needs to be checked by Approved Provider or Nominated Supervisor before new team member can commence).
- Child Safety Training Completion Certificate
- Right to work in Australia (as appropriate)

Set up staff file and ensure all employment documents have been returned (or collected on the first day before shift commence, noting the shift cannot commence until documents have been provided).

Ensure Service compliance documents have been provided e.g.

- Qualification and First Aid & CPR certificate (needs to be checked by Approved Provider or Nominated Supervisor or person with delegated authority before new team member can commence).
- PROTECT — online Child Reporting module and completion certificate

If the new team member will be a Nominated Supervisor, complete and submit to the regulatory authority:

- [NS01 Nominated Supervisor Consent Form](#)
- NS02 Notification of change to Nominated Supervisor

Arrange any building and IT access requirements e.g. keys/lanyards, email address, internet access, system access etc.

Set up new team member details on payroll system.

Schedule time for first day and first week induction activities.

If the new team member has working from home arrangements, refer them to the relevant policy and procedure and any checklist to be completed.

Prepare an orientation information pack with documentation that aligns with first day and first week induction activities — include a personalised welcome note.

## First Day

Welcome and connect with the new staff member as they arrive.

Provide the orientation information pack and explain its purpose.

Conduct a tour of the service including, rooms, kitchen, laundry, outdoor area, and staff facilities.

Provide introductions to other team members.

Discuss the probationary period and process.

Discuss the salary payment method, first pay date, and how pay slips are distributed.

Discuss the applicable award or enterprise agreement and where to access it.

Discuss rosters, break entitlements and non-contact hours.

Discuss signing in and out processes, staff identification and security information (e.g. sign in sheets, lanyards, security codes to enter the service etc).

Discuss IT and management systems and how to access supports (e.g. email, child management system, document management system, rostering system etc).

Provide an overview of child safety statements, policies & procedures and where to access them.

Provide an overview of the service's nominated supervisor and person in day-to-day charge processes and discuss expectations.

Provide an overview of what the new team member needs to be aware of to perform their duties including enrolments, the children's learning program, children's assessments & evaluations, medical conditions & individual behaviour support plans.

Provide an overview of the educational program at the service and arrange specific handover meetings with relevant staff and required information if the new team member works in the program.

Schedule time for first day and first week induction activities.

If the new team member has working from home arrangements, refer them to the relevant policy and procedure and any checklist to be completed.

Schedule a time with the new team member within the first month to ask questions, share reflections and complete the Probationary Period Plan.

Team member name

Inductor name

Signature

Signature

Date

Date