

FOR YOUR INFORMATION

NEW STAFF

Remember starting a new job? It was scary and exciting and there were lots of things you didn't know and had to find out.

When you have new staff everyone can help them settle in and become part of the team. Listen to their concerns fears and expectations

Provide them with a vision or purpose and explain HOW to achieve it.

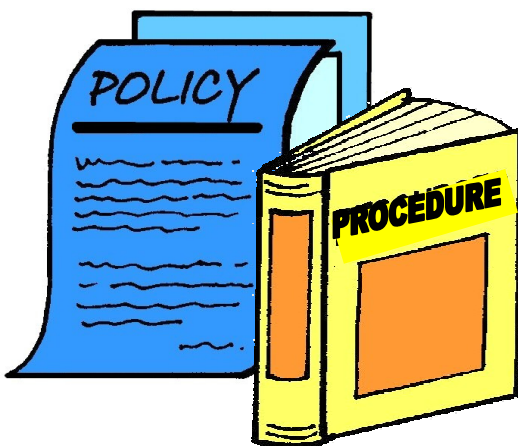


SOME BASIC EMPLOYEE INFORMATION

- What days and hours they are to work – explain why they need to be on time – you must have 2 staff and you must always have enough staff for the number of children
- Who to contact if they can't come to work, how to contact them and when (not 5 minutes before they start)
- What are their rights as an employee – lunch breaks, wages, when paid, leave entitlements etc
- Any other work information such as Codes of Conduct, smoking guidelines
- Confidentiality – emphasise this All Information must remain within the centre and cannot be discussed or shared with anyone else



INFORMATION ABOUT WHERE THEY WORK



- Introduce them to everyone
- Show them around the centre – the toilets, where to take their breaks etc
- Explain the emergency evacuation procedure
- As you go around explain any OH&S issues e.g. keeping gates shut
- Talk about and explain the policies and procedures e.g. cleaning, hand washing, food preparation and meal times

INFORMATION ABOUT THEIR ROLES AND RESPONSIBILITIES

- Read their job description with them and explain what they have to do in terms of your service or organisation eg “Assist in the supervision of children” – how do you do that in your centre. Talk about staff placement, staff ratios, involvement in conversation and games, being aware of where the children are and what they are doing etc. You may have some “blind” areas where it is hard to supervise children –how do you manage that?
- Talk about how the safety and care of all the children for their parents is most important
- Explain their role in the team – do they come in just to help with lunches and cleaning, are they going to set up activities etc
- Explain the service routine and program and the team expectations about how it all works

THE TEAM

- Who is team leader?
- Communication – how do you all know what to do, how do you communicate
- Who do you go to if you have a problem or want to know something
- When do you have the team or staff meetings



FEEDBACK TO AFFIRM, SUPPORT AND VALIDATE THEIR ROLE



- Give some positive feedback every day especially for the first couple of weeks
- Make time to talk briefly each day to help them settle in, explain and reassure. Help guide them through any difficulties
- Set aside some time each week for a more formal but brief talk about the job for the first month You can talk about situations that have occurred that may need to be clarified

Remember, as Confucius stated many years ago

**What I hear, I forget,
What I see, I remember,
What I do, I learn**

**JUST BECAUSE YOU HAVE TOLD SOMEONE
DOESN'T MEAN THEY REMEMBER IT OR CAN DO IT.**