

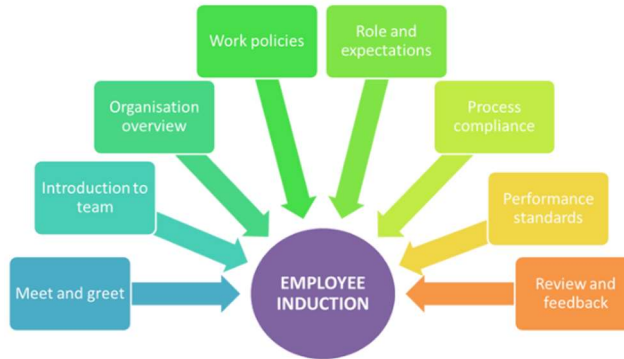


# EDUCATOR INDUCTION & ORIENTATION PROGRAM

## QA 7 – Governance and leadership

**Element: 7.1.2:** Systems are in place to manage risk and enable the effective management and orientation of a quality service

**Related Policies:** - Staffing Arrangements  
 Governance  
 Confidentiality



- Day 1
  - Meet the team
  - Meet the children
  - Familiarise with the environment
  - Early childhood Education and Care Services Law and Regulations
  - Code of Conduct
  - Confidentiality Policy
  - Emergency Evacuation Policy and Procedure
  - Health and Safety Procedures
  - Help during meal times
  - QA 7
  
- Day 2
  - Daily forms to be completed
  - Programming and Observations
  - Personal Portfolio
  - Help during outdoor play
  - Closing procedure
  - QA 1, 2, 3
  
- Day 3
  - Opening procedure
  - Help during transition to rest time
  - Safe Sleeping policies and procedures
  - QA 4, 5, 6
  
- Day 4
  - In assigned room with group
  - Observations
  - Policy and Procedure quiz
  
- Day 5
  - Meeting with approved provider –
  - Job description & contract signing

