

Early Childhood Education and Care Services Relief Educator Induction Checklist



Primary Educator Name: _____

Relief Educator Name: _____

Education and Care Service Address: _____

Dates of relief care _____ to _____

or list: _____

Please place a mark in box when completed

CARE ENVIRONMENT -tour with primary educator

- Introduction to children
- Location of service policies, National Regulations & National Law
- Location of Visitors record book
- Location of emergency contact numbers
- Indoor safety checked areas
- Areas not safety checked
- Location of poisons (indoors) if any on premises
- Outdoor safety checked areas
- Outdoor areas not safety checked
- Fencing / gates / pool / spa
- Location of poisons (outdoors) if any on premises
- Daily Safety Audit – location & daily procedure
- Fire Orders and exit locations
- Exits – locks/keys (incl indoor & outdoor)
- Evacuation Procedure
- Evacuation practice form – Relief educator to complete an evacuation practice & document on first day
- Location of Fire blanket/ extinguisher
- Location of First aid kit, medications & emergency evacuation bag
- Location of children/family files
- Location of resources
- Kitchen, Laundry, Nappy change, toileting & sleeping facilities

DOCUMENTATION – LOCATION

- Hand over/discuss children in care
- Children’s likes/dislikes/ specific /special needs
- Program/progress notes
- Daily / weekly planning & routines
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- Computer if available
 - Log on & set up
 - Program/planning
 - Resources

DOCUMENTATION – TO COMPLETE

- Completed parent authorisation form
- Non Routine Outings form
- Risk assessments on outings
- Timesheets
- Fee agreement/fee schedule
- Medication records

OTHER: NOTES

INSTRUCTIONS

Educators are to work through the checklist prior to commencement of care by relief educator. Once completed, both educators are required to sign off that this process has been completed and the relief educator has a complete understanding of the education and care service environment & routine.

Sign Off

Primary Educator Signature

Date

Relief Educator Signature

Date

Induction checklist is to be completed by both educators and kept at the education and care service premises with the relief educator then submitted to early childhood education and care services office with timesheets.