



## The essential childcare onboarding checklist

The childcare industry has evolved. Parents expect their children will engage in a range of learning and social development activities to prepare them for the next step in their education. Giving your clients the extra advantage means ensuring your Early Childhood Educators can seamlessly balance the demands of one of the most important roles in the community.

## Did you know?



Staff turnover  
in the childcare  
industry is as high as

# 40%

### **We need strong onboarding programs in childcare.**

Not surprisingly, the childcare industry is a highly regulated sector. As discussed in our article, [Why Better Onboarding Means Better Childcare](#), effective onboarding ensures educators are appropriately qualified, trained in federal, state/territory and local government legislation, and understand and carry out their responsibilities in full compliance with the law.

But more than that, proper onboarding prepares workers for the many challenges of their role and makes them better at what they do. It improves morale, increases staff engagement and reduces staff turnover. You don't have to be an expert to know that this means better quality care for the most precious people in our lives.



## Sample Childcare Onboarding Checklist

Onboarding is an ongoing, interactive process made up of a series of formal and informal training, coaching, information sharing, goal setting, feedback, networking and social interventions. Unlike traditional orientations and inductions that last for a few hours or a few days, onboarding unfolds over the first 6-12 months of the new hire's time with you and gives them a solid foundation for the future.

But for industries like childcare - with a lot of information to cover off and training to keep track of - it can be easy for things to slip through the cracks especially over the longer term. This is where a Childcare Onboarding Checklist can help. A concise checklist like the sample below, will make sure that important items never get overlooked again.

# Employee Welcome Pack

## Preboarding welcome

- Welcome message
- Confirm start date and time, parking and dress code
- Staffing announcement

## Employment Checks and Documentation

- Employment contract
- Bank account details
- Fair Work Information Statement
- Job description
- Tax File Number Declaration
- Choosing a Super Fund Form
- Working with children check
- First aid/Anaphylaxis/Asthma qualifications
- Immunisations
- Educational Qualifications



## Provisioning

- System access
- Keys/security passes
- Staff handbook

# Socialisation and Culture

## Introductions

- Meeting with Supervisor
- Introductions to all staff
- Introduction to buddy
- Introduction to parents
- Front of office photo
- Tour of the facilities
- Intranet profile

## Working Arrangements

- Rosters
- Breaks
- Absences
- Timesheets/Sign-in and Sign-out procedures
- Staff meetings



## Social

- ☐ Social club activities
- ☐ Birthdays and anniversaries
- ☐ Special events
- ☐ Theme days
- ☐ Industry events/groups
- ☐ Staff morning teas

## Strategic Framework

- ☐ Code of conduct
- ☐ Values
- ☐ Core philosophies

## Communication

- ☐ Daily logs
- ☐ Emails
- ☐ Intranet
- ☐ Parent notice boards
- ☐ Parent sign-in/out
- ☐ Parent information
- ☐ Surveys



## Performance

### Onboarding plan

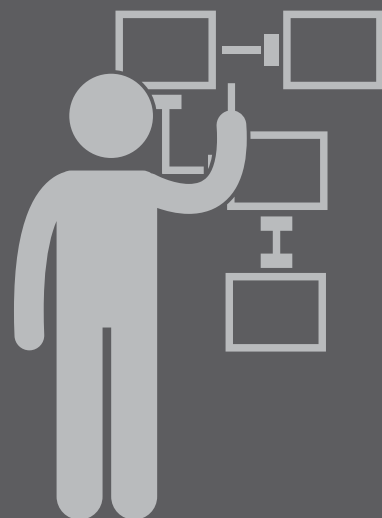
- ☐ Review and refine with supervisor
- ☐ Set check-in dates

### Performance Management

- ☐ Goal setting
- ☐ Probation review
- ☐ Ongoing performance management
- ☐ Career discussion
- ☐ Disciplinary procedures

### Training

- ☐ Review training plan with Supervisor
- ☐ Computer based modules
- ☐ Shadowing and on the job training schedule
- ☐ External training/seminars



# Compliance

## National Legislative Framework

- Education and Care Services National Law
- Education and Care Service National Regulation
- State based child protection laws

## National Learning Frameworks

- Belonging, Being and Becoming: The Early Years Learning Framework for Australia ('Early Years Learning Framework')
- My Time, Our Place : Framework for School Age Care in Australia ('Framework for School Age Care')
- National Quality Standards

## Health & Safety Framework

- Work Health and Safety Policy
- Work Health and Safety System
- Health and Safety Committee
- Health & Safety Representative
- First Aid Officers
- Fire/Emergency Warden



## Health and Safety Reporting Requirements

- Risk assessments
- Accident and incident reports
- Non-conformance reports
- Notification of communicable diseases
- Hazard reporting
- Workers compensation claims

## Location of Emergency Facilities and Equipment

- Fire extinguishers, hoses and blankets
- First aid facilities - first aid kit and room

## Hazard Specific Safety Training

- Manual handling techniques
- Use of fire equipment

## Policies and Procedures

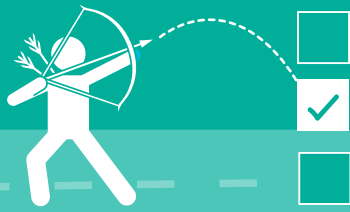
- ☐ Smoke-free Workplace
- ☐ Alcohol and other drugs
- ☐ Prevention of workplace bullying and harassment
- ☐ Use of Information and communication technology
- ☐ Social media
- ☐ Discrimination and sexual harassment
- ☐ Diversity
- ☐ Workplace rehabilitation
- ☐ Risk assessment procedures
- ☐ Emergency plan including assembly points, exits and procedures
- ☐ Provision of first Aid
- ☐ Behavioural management
- ☐ Sun safety
- ☐ Medical management plans and administration of medications
- ☐ Food allergies and anaphylaxis
- ☐ Child protection and security
- ☐ Serious incidents and life threatening medical emergencies
- ☐ Use and control of hazardous substances
- ☐ Toileting and nappy changing and disposal
- ☐ Hand washing and general hygiene
- ☐ Kitchen and food hygiene
- ☐ Other general rules and housekeeping
- ☐ Grievance procedures
- ☐ Staffing ratios
- ☐ Centre enrolments and administration



Break down your master checklist into smaller ones based on timeframes, tasks, process or communication requirements. See our [Onboarding Checklist](#) for information on how you can stay on-track with your onboarding plan.

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