



Chabad Youth

New staff and Personal Induction checklist

Purpose

The aim of this checklist is to ensure that each 'involved' person joining Chabad Youth is provided with all the information they need to undertake their duties in accordance with our policies, guidelines and procedures.

Responsibility

Division directors are responsible for ensuring that our organisation's induction procedures are followed. The aim is to provide a consistent and comprehensive induction process across our organisation.

Process

All new staff and volunteers to Chabad Youth will undergo an induction process.

All involved personnel will go through the proper recruitment and screening process, and once accepted into a position will undergo staff training. Staff training includes being given our introduction to Chabad Youth staff handbook which clearly outlines our policies and procedures, our commitment to safe guarding children policy, an outline of our 'practice and behavior guidelines' as well as a comprehensive outline of their role and what their job entails.

Information

Areas where personnel new to our organisation receive information as part of their induction:

Health and safety

- location of emergency exits, first aid facilities
- emergency evacuation plans and procedures

Security

- any security procedures or requirements
- issuing of fobs and car park remotes

Every-day operations

- hours of operation
- work location, work areas
- knowledge of equipment used in undertaking their role
- knowledge of materials used in undertaking their role

Safeguarding children and young people in our care from abuse or neglect

- reinforce our organisation's commitment to safeguarding children and young people from abuse and neglect
- a brief outline of the Australian Childhood foundation accreditation
- information on our organisation's policies and procedures that all new 'involved' personnel need to understand and follow, so as to safeguard children and young people, including:
 - our organisation's 'safeguarding children' statement
 - a job agreement outlining the person's role and responsibilities

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- our 'practice and behaviour' guidelines
- our policy on responding to reports and allegations of child abuse
- information on the requirements for supervision and support that apply to the 'involved' person's role
- our organisation's policy on responding to reports and allegations of child abuse
- our organisation's guidelines for parents
- our organisation's 'children's rights and responsibilities' statement
- our organisation's 'children's behaviour' guidelines

Training

On-the-job training for personnel new to our organisation:

- task-related training
- Safeguarding Children training.

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