



# Circus Arts Employee Induction Checklist

Employee Full Name: .....

Position: .....

Commencement Date:...../...../.....

**ORIENTATION**

No	<i>Matters to be covered in Orientation</i>	<i>Completed</i>	<i>N/A</i>
	Prior to any offers of employment the Recruitment and Selection Checklist must be completed by the hiring manager to assess suitability for the role		
1	From 1 January 2010, give the employee a copy of the Fair Work Information Statement from Fair Work Australia		
2	Obtain completed Employee contact information form		
3	Obtain completed Australian Taxation Office Tax File Number Declaration form, salary payment form, superannuation fund form (including Standard Choice form)		
4	A copy of the current Circus Arts Employee Handbook to be emailed and/or given to the employee and the workplace participant acknowledgement form to be signed and returned to the employer		
5	A letter of engagement to be sent and signed by the employee outlining job description and conditions		
6	A current NSW Working with Children Check to be sent to employer and verified before any work can commence		
7	Workers comp / Previous Injuries – discuss if any issues or claims are in process		
8	Discuss Policies and procedures – as per handbook plus child safe policies and procedures checklist to be completed (see page 3)		
9	Discussion about hours of work, staff training and staff meetings, roster, timesheets, payroll and other information plus contact details if running late or are unable to work due to illness, staff parking etc		
10	Brief description of the organisation's history, clientele, services offered and organisational structure (including key personnel and contact officers)		

11	Escorted walk through the premises including: (a) introduction to staff; (b) features such as lunchroom and bathroom facilities; (c) first aid supplies, emergency equipment; (d) exits; (e) evacuation procedures and meeting points;		
12	Health and safety responsibilities plus risk management plan of the centre (e.g. demonstrating basic understanding of lifting/moving requirements, reporting injuries plus identified hazard areas and protection of self, other staff and participants)		
13	Work appearance (footwear, style of clothes, personal grooming)		
14	Explain job description, responsibilities, administration requirements and performance requirements for the employee		
15	Discuss probation period and any related matters		
16	Leave arrangements and notification		
17	Issue any equipment to Employee (e.g. uniform)		
18	Discuss class lesson plans and rotation schedules for coaches		
19	Employee's work space including issue of access codes and passwords for appropriate staff		
20	Equipment training including: computer, phone, photocopier, email, internet, EFTPOS, machinery etc as per job role		
21	Discuss complaints procedures		
<p><i>Date Orientation/Induction Satisfactorily Completed: ..../..../....</i></p> <p><i>Title of Person Responsible For Orientation/Induction (e.g HR Officer):</i> .....</p> <p><i>Signature:</i> .....</p> <p><i>Signature Of Employee:</i> .....</p>			

NOTE: A copy of this completed form is to be placed in the Employee's Personnel file.



# Circus Arts Child Safe Policies and Procedures Employee Checklist

No	<i>Matters to be covered in Orientation</i>	<i>Completed</i>	<i>N/A</i>
	Policies to be discussed and completed with new staff		
1	Child Safe Policy / Statement of Commitment to Child Safety		
2	Child Safe Code of Conduct		
3	Child Risk Management Plan		
4	Complaint Handling Policy and Record Form		
5	Child Safe Reporting Policy		
6	Child Safe E-Learning Modules		
7	Recruitment and Selection Checklist		
8	First Aid & CPR Certification		



# Circus Arts Australia

## Recruitment and Selection Checklist

The compulsory National Child Safe Standards requires Circus Arts Australia to undertake certain steps when recruiting employees (whether full-time, part-time, or casual), contractors and volunteers (collectively, “candidate(s)”). This document helps in summarising those requirements.

### Recruitment and Selection Checklist

Name of Applicant	
Position applied for	
Has ‘proof of identity’ and ‘proof of qualification’ documents been sighted and checked?  Detail the documents/qualifications sighted and by whom	
Is the position classified as a Child Related Position?	
Has the applicant provided their Working with Children Check (WWCC)?  If no, a WWCC will need to be provided prior to the person starting in the role if successful	

WWCC issue date	
WWCC reference no.	
WWCC expiry date	
Date of applicant interview	
Name and position/title of Interviewer(s)	

The following questions should be asked in the interview with the applicant:

- Tell us about your beliefs and values in relation to working with children.
- Tell us about your awareness and understanding of child protection.
- Tell us about your professional experience, competencies, and qualifications in relation to working with children.
- What boundaries are important when working with children?
- Have you ever had any complaints made against you in relation to you working with children?
- Have you ever had any disciplinary action taken against you in relation to you working with children?

<p>Did the interview questions raise any issues/concerns regarding their appropriateness to work with children?</p> <p>If yes, outline reason</p>	
<p>Was this person identified as suitable for the role?</p> <p>Outline reasons</p>	

	<b>If the person was identified as a suitable candidate, proceed to checking their referees. If the person was not identified as suitable, notify the applicant.</b>
Name of person contacting referees	
Name, contact details, and relationship to applicant of first referee	
Were any issues identified from interviewing the referee regarding their appropriateness to work with children? If so, outline detail	
Name, contact details, and relationship to applicant of second referee	
Were any issues identified from interviewing the referee regarding their appropriateness to work with children? If so, outline detail	
Name, contact details, and relationship to applicant of third referee (optional)	
Were any issues identified from	

<p>interviewing the referee regarding their appropriateness to work with children? If so, outline detail</p>	
<p>Did the feedback from the referees support the applicant's suitability for the role? Provide details</p>	
<p>Recommendation of the interview panel</p>	

If the applicant is deemed suitable for the role:

- notify the applicant that they have been successful
  - send a letter of offer confirming the start date, remuneration (if applicable), and induction details in writing
- If the applicant is not successful, notify them in writing.

Keep a record of written communication with both successful and unsuccessful applicants in alignment with organisation record keeping policy.