

YR SPACE - Orientation and Induction Process

YR SPACE has a structured orientation and induction process in place to ensure all workers are suitably screened, trained, and supported prior to commencing work and throughout their early employment period. The process is proportionate to the size, scale, and complexity of supports delivered and aligns with NDIS Practice Standards and relevant legislation.

1. Recruitment and Pre-Interview Stage

When an expression of interest is received, prospective workers are contacted via email and invited to attend an interview. This communication outlines:

- Interview date, time, and location
- Entry requirements for the school site
- Requirement to present a valid Working with Children Check (WWCC)
- Request to bring relevant identification and certifications, including:
 - Curriculum vitae/resume
 - NDIS Worker Orientation Module certificate (if already completed)
 - NDIS Worker Screening Check number (if already completed)
 - Driver's licence

This ensures early verification of eligibility, child safety compliance, and alignment with NDIS workforce requirements.

2. Interview and Selection

For staff not already employed by Yarra Ranges Special Developmental School, interviews are conducted using a standardised **Interview Questions** template. For external candidates, reference checks are completed and documented.

Successful candidates progress only once suitability, experience, and values alignment are confirmed. Records of interview and reference checks are retained on the staff file.

3. Conditional Offer of Employment and Onboarding

Successful candidates are provided with a conditional offer of employment, pending completion of mandatory checks, documentation, and training.

At this stage, workers are provided with clear written instructions regarding onboarding requirements, acknowledgement that the process involves providing and receiving substantial information, and reassurance that management support is available to assist with completion, with the information available in different formats upon request.

4. Mandatory NDIS Orientation and Training

All workers are required to complete the **NDIS Worker Orientation Module (Quality, Safety and You)** prior to commencing employment. Evidence of completion is collected and stored on the staff file.

In addition, workers must complete role-specific mandatory training, including:

- Protecting Children
- Asthma First Aid
- Anaphylaxis Training
- Food Safety (DoFoodSafely)
- Manual Handling
- Complaints Handling

Some training is required prior to commencement, with additional modules completed within the first six months of employment, in line with risk and role requirements.

5. Mandatory Declarations, Checks, and Documentation

Workers are required to provide and/or complete the following as part of induction:

- NDIS Code of Conduct Declaration
- NDIS Worker Screening Check (or application number)
- Working with Children Check
- Driver's licence/Identification
- Staff Details and Banking Information Form
- Tax File Number Declaration
- Health Declaration / DET Worker Health Screening

Workers are also provided access to, and required to familiarise themselves with, key policies, procedures, and fact sheets including, but not limited to:

- Child Safety Responding and Reporting Obligations
- Incident Management and Reporting
- Complaints policies and external pathways
- OH&S policies and procedures
- YR SPACE Staff Handbook
- Restrictive Practices and Behaviour Support information
- Human rights, privacy, and disability rights resources

6. Workplace Health and Safety Induction

All workers complete an **OH&S Induction Checklist**, covering:

- Workplace hazards and controls
- Incident and injury reporting processes
- Emergency procedures

- Health, safety, and wellbeing expectations

Completion is documented and retained on the staff file.

7. Staff Records, Databases, and Ongoing Monitoring

Each worker has an individual staff file maintained in accordance with the **Staff File Checklist**, containing:

- Recruitment and interview records
- Identity and screening checks
- Mandatory declarations
- Training certificates
- Induction and OH&S records

In addition:

- Workers are entered into the **Staff Training Database**, which records contact details, emergency contacts, additional employment arrangements, completed training, expiry dates, and refresher requirements
- Worker details, screening checks, WWCCs, and licences are recorded in the **Staff Details and Checks Database**
- Records are reviewed regularly to ensure ongoing compliance

8. Support During Induction

The Program Manager provides support throughout the induction process. Workers are encouraged to seek clarification, request assistance, or arrange time to review materials together as required.

Evidence Maintained

The following documents provide evidence of the orientation and induction process:

- Recruitment Checklist
- Record of Interview
- Reference Checks
- Staff Details Form
- Staff File Checklist
- NDIS Code of Conduct Declaration
- NDIS Worker Screening Check records
- WWCC records
- OH&S Induction Checklist
- Staff Handbook
- Staff Training and Pre-Employment Checklist
- Staff Training Database / Staff Details and Checks Database

