

OMP Induction for:	Tick when completed
The individual, the team and OMP	
Roles, responsibilities and accountability as defined in Job description and Kaiako Handbook	
Introducing new employee to co-workers	
OMP goals, mission, vision and philosophy	
Policies and practices	
Full health & safety briefing covering hazards within the workplace, how to be safe from hazards, workplace evacuation plan and emergency procedures	
Child related policies	
How to administer medicines	
Kaiako timesheets	
Orientation	
Tour of centre	
Location of keys, alarm codes and emergency contacts	
Daily routines	
Performance Expectations	
Promptness	
Absence notification	
Dress code	
Expectations of attendance and breaks	
Kaiako meetings	
Communication with staff	
Communication with parents	
Dealing with conflict	
Appraisals, goal setting and Professional Growth Development	
When and how you will receive feedback on performance	
When and how individual development plans are put in place	
Professional Growth Development expectations	
Employment Contract	
Terms of any probation or trial period, including the support and guidance the employee will receive during the period	
Key areas of grievance and disciplinary procedures, pay rate, hours, holidays, sickness leave, professional development	

Signed by Kaiako on completion: _____ Date: _____