



SYNCHROWA New Employee Induction Checklist

This form is to be completed by the Manager and placed on file.

Employee name

Employment start date

Position/Job

Manager name

For the employee and/or their supervisor to complete and sign off

Item	Employer	Employee
Position Description – explanation of role & child safe responsibilities		
Child Safe Policies & Procedures (explanation of Child Safe Sport Commitment, Code of Behaviour, Reporting procedure)		
Received and returned the following documents to the employer:		
Support requirements relevant to role		
<ul style="list-style-type: none"> Letter of offer – signed acceptance of Employment 		
<ul style="list-style-type: none"> Child Safe Sport Commitment - signed confirmation of acceptance 		
<ul style="list-style-type: none"> Code Of Behaviour - signed signed confirmation of acceptance 		
<ul style="list-style-type: none"> Copy of Working with Children (or State equivalent) 		
<ul style="list-style-type: none"> Copy of National Police Check (when applicable) 		
Centre orientation & tour (when applicable)		
<ul style="list-style-type: none"> Shown location of emergency manual and first aid 		
<ul style="list-style-type: none"> Shown pigeon holes, timesheets, communication boards/books/folders 		
<ul style="list-style-type: none"> Provided with knowledge of centre facilities, programs and activities 		
<ul style="list-style-type: none"> Staff phone numbers/rosters/shifts explained 		
<ul style="list-style-type: none"> Uniform, name tag provided: 		
<ul style="list-style-type: none"> Key, alarm code issued (if necessary) 		

For the employer to complete:

The following items placed on employee's file:		Date
• Child Safe confirmation acceptance forms		
• Screencheck checklist Completed		
• Reference Check Completed		

Please sign and return this document to _____

I agree that the matters on this orientation list have been completed and I have understood.

Signature of employer: _____ Date: _____

Signature of Employee: _____ Date: _____

Adapted from: ASAI - New Employee Checklist