Preschools operating within the scope of the National Quality Framework must implement the processes and procedures outlined in the [Participation of pre-service teachers, educators and volunteers procedure](https://education.nt.gov.au/policies/preschool-specific-policy).

This template may be used to meet the record requirements of the Education and Care Services National Regulations and guide the induction of pre-service teachers, educators and volunteers.

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| --- |
| Personal Details |
| Full Name: |  |
| Date of Birth: |  |
| Address: |  |
| Contact number: |  |
| Ochre Card details | Number:Expiry: |

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| Induction checklist |
| The following activities have been undertaken as part of the induction process: |
| [ ]  | A tour of the school and introduction to leadership team |
| [ ]  | Behavioural expectations of working in the school and with children have been outlined |
| [ ]  | Mandatory reporting of harm and exploitation of children training completed |
| [ ]  | The individual’s roles and responsibilities have been outlined |
| [ ]  | The preschool’s procedures and processes relevant to the individual’s roles and responsibilities have been explained and the individual is aware of their location |
| [ ]  | The preschool or school workplace health and safety roles, responsibilities and rights have been outlined, and the trained first aid officers identified |
| [ ]  | A process for providing and receiving feedback has been established |

Name of supervisor/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Record of days and hours of participation |  |  |  |  |
| Date  | Start | Finish | Total hours | Date  | Start | Finish | Total hours |
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