

1. Purpose

The purpose of this policy is to outline how Affinity Education Group (Affinity) manages child safe recruitment, candidate screening, induction and ongoing training for staff engaged in both child-related and non-child related roles. This is a critical part of Affinity's broader staffing strategy to ensure a consistent and integrated approach to workforce management and child safety.

It sets Affinity's approach to recruitment and onboarding, focusing on child safety, fairness, compliance and organisational consistency. This procedure supports Affinity's responsibilities under the Education and Care Services National Law and Regulations, Fair Work Act 2009, anti-discrimination legislation, Family Assistance Law and child safety legislation.

2. Scope

This policy applies to all staff, managers and contractors across Affinity services and business operations when onboarding, inducting and orientating employees. This policy must be read together with:

- [POL 4-P9 Recruitment and Onboarding Policy and Procedure](#)
- [POL 7-P16 Suitability, Background Checks Procedure](#)
- Promapp process [6.1.06 Onboard New Employee](#) and [6.2.01 Manage Induction and Probation](#) – for onboarding and induction processes.

This policy does not cover ongoing performance management, which is addressed in relevant performance and conduct policies, [POL HR10 Performance Management Policy](#), [POL HR9 Performance Appraisal Policy](#) and [POL HR5 AEG Code of Conduct](#).

3. Definitions

The following definitions support consistent understanding of the terms used in this policy.

Term	Definition
Onboarding	Onboarding is the structured process of setting a new employee up on the organisation's systems and platforms so they can begin their role effectively. This includes creating and activating system access (e.g. payroll, rostering, learning platforms, compliance systems), providing required documentation, and ensuring the employee can use the tools and systems needed to perform their duties safely and in line with organisational requirements.
Induction	Induction is the formal process of introducing a new employee to the organisation, its values, policies, procedures, and compliance obligations. This includes providing key information about workplace expectations, child safety, health and safety requirements, code of conduct, and regulatory responsibilities. Induction ensures the employee understands how the organisation operates and their role in maintaining a safe, compliant, and high-quality environment.
Orientation	Orientation is the process of familiarising a new employee with their specific role, team, and work environment. This includes introducing the employee to their centre or workplace, colleagues, daily routines, responsibilities, and practical aspects of their role. Orientation helps the employee feel confident, supported, and ready to contribute effectively in their day-to-day work.

4. Guiding principles

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero-tolerance approach to child abuse and harm.

Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions relate to the operation and delivery of education and care services must prioritise children's safety, rights and best interests above all other considerations.

The following principles guide recruitment and onboarding:

- **Child safety first** – all hiring decisions prioritise child safety, supportive environment for children and suitability
- **Merit-based selection** – candidates are assessed fairly against role requirements
- **Equity and inclusion** – recruitment is free from discrimination and bias
- **Compliance and due diligence** – all legal, regulatory and verification requirements are met
- **Transparency and consistency** – processes are applied consistently across the organisation
- **Professional integrity** – confidentiality and ethical conduct are maintained

These principles underpin all actions described in this policy.

Accountable (Owner)	Chief People Officer	Accountable (Expert)	Head of Organisational Capability
Responsible	All staff, students, volunteers, families	Document Version	V1
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4.1. Child Safe Capability Building and Continuous Safeguarding

This policy is informed by a Child Safe Capability Building and Continuous Safeguarding Approach, which explains how child safety expectations are established and sustained through onboarding and ongoing practice.

This approach recognises that child safety begins at induction and is strengthened over time through building staff capability, reinforcing expectations and maintaining accountability. Supporting staff to understand their responsibilities from the outset is critical to ensuring children's safety, wellbeing and protection from harm.

In practice, this approach guides how staff are introduced to child-safe policies, behaviours and obligations through structured induction, training and supervision. Through ongoing learning, clear expectations and regular monitoring, this approach supports consistent, safe and responsive practices that protect children and uphold organisational standards.

5. Procedures

These procedures describes the steps to child safe onboarding that support safe, consistent and compliant practice, with detailed processes maintained in Promapp process [6.1.06 Onboard New Employee](#) and [6.2.01 Manage Induction and Probation](#)– for onboarding and induction processes.

5.1. Onboarding and commencement

Ensure all new employees are appropriately onboarded and prepared to work safely. This includes onboarding, induction and orientation which includes compliance training, system setup are completed.

Key expectations

- Employees complete required pre-employment training
- Induction occurs on or before commencement
- Employee records are complete and compliant
- Systems and access are established

Key actions

Shared People Services must:

- check onboarding employment compliance
- verify documentation and qualifications recording information in SuccessFactors
- enter employee into SuccessFactors and link employee's WWCC to organisation (arrange for uniforms) including adding to National Worker Register

Manager must:

- provision of necessary tools for the new employee according to their role including IT systems
- conduct site induction using the checklists and process below
- confirm with the employee their regular pattern of work and rostered hours and how to view future published rosters.
- *confirm role specific qualifications and inductions have been completed. For example, RP registration form, First Aid, CPR.*

Employee must:

- enter personal details – bank account details, WWCC including identification number and expiry – into SuccessFactors
- provide evidence of any approved training (including National Child Safety Training, First Aid, Fire safety, Food Safety and Child Safety) completed by the staff member and teacher registration and the expiry date of that registration, if applicable and upload into SuccessFactors
- complete Onboarding and Induction Program in Learning Hub

5.1.1. Working with Children Check requirements

As relevant to the role, the following guide outlines WWCC requirement [GUI 1193 Guide to WWCC Status on Recruitment](#). and following Promapp process [6.2.24 Manage Working with Children Check](#) to link, renew, respond to notices and delink employees throughout their employment cycle.

Linking to Organisation details using the following details:

- Centre/Organisation: Affinity Education Group
- Address: GPO Box 440 QLD 4001
- Contact Number: 07 3513 7700
- Organisation Contact: Tracey Mackie

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POL4-P10 Onboarding and Induction Procedure

- Position: Chief People Officer
- Email: HR@affinityeducation.com.au

Key expectations

Centre Manager

Maintain copy of WWCC in Staff Record [6.2.02 Manage Staff Record](#) and bulk or individually validate regularly (6 monthly)

NSW only - Maintain WWCC details for staff using form [FRM 2-F72 WWCC - Staff Record of Working Directly with Children \(NSW\).docx](#)

People Shared Services

WWCC information is maintained following the Promapp [3.5.20 Manage National Worker Register](#) within 14 days of employing centre based staff (bulk upload into ACECQA register)

Change to WWCC status

When conducting checks, when Affinity becomes aware of a change to an employees Working with Children Check (WWCC) status it must be reported following [POL2-P24 Incident Injury Trauma and Illness Policy and Procedure](#) which will be escalated and reported to the relevant body within their timeframe.

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Table detailing WWCC links to validate, link or delink workers.

State	Name of Card	WWCC Authority	Resourcing Pre-Hire Validation	Linking to Organisation (New Hires)	Delink Workers	Bulk Validate WWCC
Information			Confirms the current status of a candidate or employees WWCC status at point in time	Links an employee to the organisation to ensure that organisations are provided with updates if there is a status change to the employee's WWCC (People Shared Services are contacted)	Does the organisation access to remove workers from Affinity when they have exited the business	Confirms the current status of a candidate or employees WWCC status at point in time
WA	WWCC	Communities WA	Yes - online	Yes – People Shared Services through online form	Yes – through validation website	Yes – through validation website
NT	WWCC	Safe NT	Yes – online	Yes – People Shared Services update on behalf of employee	Employee would need to update their details in their individual profile	No - individual validation
QLD	Blue Card	Blue Card Services	Yes – online	Yes – People Shared Services through Org Portal	Yes through Org Portal	Org Portal shows live status
VIC	WWCC ECT's are exempt from holding a WWCC	Service Victoria	Yes – online (applications) Yes – online cards	Employee – no access available for employer to link to organisation People Shared Services email the centre to request the employee to link to Affinity	Employee would need to update their details in their individual profile	Yes – through validation website
ACT	WWVP (Working with Vulnerable People)	Access Canberra	No – uses the police check and physical card of WWVP	New hires are sent to Access Canberra of staff list to be linked to the organisation, by People Shared Services	Email can be sent to Access Canberra WWVP@act.gov.au	Email can be sent to Access Canberra
NSW	WWCC	The Office of the Children's Guardian	Yes – online through Employer Portal (CMs also have access to this portal to validate) Username: AffinityEd Password: Affinity#1	Employer Validation portal also links individual to organisation	No functionality available to delink	No - individual validation through portal

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5.2. Child Safe Inductions

We recognise that making sure a staff member, agency staff member or volunteer is safe and suitable to work with children is an ongoing process following our Promapp processes [6.2.01 Manage Centre-based Induction](#) and [6.2.32 Manage Induction of CSO Employees](#)

Prior to commencing child-related work, we enter the details of new employees, volunteers, students, temporary and agency staff into the National Early Childhood Worker Register following [3.5.20 Manage National Worker Register](#)

All new staff members, agency staff and volunteers engaged in child-related roles participate in a structured induction process. This induction includes:

- Training on their legislative obligations under the National Law and Regulations, Children's Guardian Act 2019, Crimes Act and related child protection legislation;
- A comprehensive briefing on our Code of Conduct and child protection policies including Child Safe Environment Policy, mandatory reporting responsibilities, and expectations regarding professional boundaries and workplace behaviour, including restrictions on the use of personal devices;
- Orientation to physical environment, supervision requirements, and risk mitigation strategies to ensure children are safe at all times.
- Completion of required child safety and child protection training forms part of our induction process and is a condition of undertaking child-related work

New. We provide appropriate supervision, instruction, feedback and regular oversight as they become familiar with the new role and responsibilities. All agency staff members are always supervised.

All staff are subject to a 6-month probationary period to assess suitability and alignment with our organisation's values and child safe commitments following [6.2.37 Manage Probation](#)

Child safe training for new staff

We ensure that all staff complete mandated child safety and child protection training as required by legislation and regulatory authorities. Completion of required training is a condition of undertaking and continuing child-related work. The new employee must complete the mandatory national child safety training prior to starting/commencing at the service and their certificate will need to be uploaded as evidence in SuccessFactors. The Onboarding and Induction Program Learning will be on Day 1 of commencement with a site induction must be conducted on or prior to commencing work and recorded/retained with the Staff Record and the Learning Hub.

For Agencies, Volunteers or Students onboarding and training requirements are managed through the below orientation induction checklist and [3.4.04 Manage External Visitor Procedure](#)

We maintain accurate records of completed training in SuccessFactors and actively monitor compliance to ensure all workers remain current with required qualifications and child safety learning.

5.3. Orientation

Ensure all employees are orientated to their centre/work environment and that orientation is tailored towards their roles and responsibilities following [6.2.01 Manage Induction and Probation](#).

There are tailored induction checklists to be completed for centre roles, these will be retained and stored with the Staff Record :

- [FRM 4-F25 Centre Induction Checklist and Review.pdf](#)
- [FRM 4-F57 Cook induction.pdf](#)
- [FRM 4-F25 Casual Agency Centre Induction Checklist.pdf](#)
- [FRM4-F32 Student and Volunteer Induction.pdf](#)

5.4. Ongoing Child-Safe Employment Practices

Our staffing policy and procedures outline how we implement ongoing child-safe employment practices and continually monitor the suitability of all staff and volunteers to work with children.

Regular Child Safety Checks/WWCC

We conduct regular checks and make reasonable enquiries to confirm that all workers and volunteers continue to meet child safety and suitability requirements which is detailed in [POL 4-P9 Recruitment and Onboarding Policy and Procedure](#) – Section 5.6.

We have secure and confidential processes for managing and recording all checks, enquiries, training records and notifications related to staff suitability. These processes support transparency, accountability and compliance with child safety requirements.

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Child safe training for new and existing staff

We ensure that all staff complete mandated child safety and child protection training, as required by legislation and regulatory authorities. Completion of required training is a condition of undertaking and continuing in child-related work following [6.1.17 Manage Essential Affinity Training Compliance](#)

We provide ongoing professional learning and refresher training to maintain and strengthen staff capability in recognising and responding to harm, neglect and grooming behaviours. This includes reinforcing knowledge of mandatory reporting obligations, professional boundaries, safe supervision practices and appropriate interactions with children.

Training is delivered at regular intervals and updated to reflect changes to legislation, regulatory guidance and emerging child safety risks. We maintain accurate records of completed training and actively monitor compliance to ensure all workers remain current with required qualifications and child safety learning.

6. Roles and responsibilities summary

The following table provides a summary of role responsibilities that align with the procedures and ProMapp processes referenced.

Role	Responsibilities
Recruitment Team	Manage recruitment process, verification and onboarding support
Managers	Identify vacancies, participate in selection and onboarding
People and Culture	Ensure compliance, contracts and system setup
Compliance Team	Manage escalations relating to child safety risks

7. Related legislation and internal documents

The following legislation, regulations and internal documents inform and support this policy/procedure, ensuring compliance with legal requirements and consistent implementation.

Legislation	Education and Care Services National Regulations Fair Work Act 2009 Anti-discrimination legislation Privacy Act 1988 Family Assistance Law	
Policy/Procedure, Process	POL 4-P9 Recruitment and Onboarding Policy and Procedure POL 7-P16 Suitability, Background Checks Procedure POL HR10 Performance Management Policy , POL HR9 Performance Appraisal Policy POL HR5 AEG Code of Conduct POL2-P24 Incident Injury Trauma and Illness Policy and Procedure	6.1.06 Onboard New Employee 6.2.01 Manage Induction and Probation 6.2.24 Manage Working with Children Check 6.2.02 Manage Staff Record 3.5.20 Manage National Worker Register 6.2.01 Manage Centre-based Induction 6.2.32 Manage Induction of CSO Employees 6.2.37 Manage Probation 3.4.04 Manage External Visitor Procedure 6.1.17 Manage Essential Affinity Training Compliance
Forms	FRM 4-F25 Centre Induction Checklist and Review.pdf FRM 4-F57 Cook induction.pdf FRM 4-F25 Casual Agency Centre Induction Checklist.pdf FRM4-F32 Student and Volunteer Induction.pdf FRM 2-F72 WWC - Staff Record of Working Directly with Children (NSW).docx	GUI 1193 Guide to WWCC Status on Recruitment.
Learning resources	CM induction	

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8. Version history

The version history table below records updates to this document, including approval dates and a summary of changes made.

Version Control	Date	Author	Description of Change
V1	June 26	AEG	New – Separated Onboarding and Inductions from POL4-P9 Recruitment and Onboarding Policy, Aligned with the NSW Recruitment Policy Guidelines

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