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| Child Protection – student placement orientation checklist |
|  |
| Name of Student: |  |
| Name of Supervisor: |  |
| Division/Business Unit: |  |
| Work Area: |  |
| Start Date: |  |
| End Date: |  |

# General workplace orientation

* Fill out Rosetta form (if required)
* Advise reception area of student’s start date and telephone number (if applicable)
* Arrange DHHS security access (swipe card with photo)
* Introduction to a buddy or shadow person (if applicable)
* Show student rest rooms
* Show student kitchen facilities
* Arrange to meet key personnel (managers, team leaders, staff)
* Explain emergency evacuation procedures
* Give directions to first aid kit/officers and the health and safety representatives
* Show student OH&S information and notice board
* Arrange welcome morning tea (if appropriate)
* Give directions to local banks, shops, cafes

**Supervision and support**

* Explain student placements a DHHS
* Explain what supervision means
* Schedule supervision meetings
* Explain role of manager
* Explain role of student
* Arrange access to and completion of the *Online Student Placement/VAC Orientation Program*

# Occupational Health and Safety (OH&S)

* Demonstrate or explain any manual handling or transfer procedures, including
	+ installing and removing car seats
	+ assisting children during transport and contact (moving in/out car, entering building, prams)
* Demonstrate and show to student the location of all other OH&S material
* Discuss possible OH&S risks with solutions (See under Risk Assessment in OH&S Manual)
* Advise the student to report any OH&S incidents to the supervisor and complete an eDINMAR report on behalf of the student if an incident occurs
* Show student where First Aid Kit is located
* Show student where to access and how to use the various assessment tools
* Show student where they can locate disposable gloves and protective gear
* Show student and demonstrate duress alarm systems and processes

# Introduction to department’s network/systems

* [Instructions for using the department’s computer services](https://intranet.dhhs.vic.gov.au/acceptable-use-technology) <https://intranet.dhhs.vic.gov.au/acceptable-use-technology>
* Ensure registered access to and conduct training for [CRIS](https://intranet.dhhs.vic.gov.au/cris-client-relationship-information-system) (If applicable) <https://intranet.dhhs.vic.gov.au/cris-client-relationship-information-system>
* Ensure registered access to and conduct training for [Lotus Notes](https://intranet.dhhs.vic.gov.au/working-at-dhhs/about-you/training/lotus-notes-853-comprehensive) <https://intranet.dhhs.vic.gov.au/working-at-dhhs/about-you/training/lotus-notes-853-comprehensive>
* Instructions of how to navigate through the department’s [intranet](https://intranet.dhhs.vic.gov.au/) <https://intranet.dhhs.vic.gov.au/>

# Policies and processes

* [Code of Conduct](https://vpsc.vic.gov.au/html-resources/code-of-conduct-for-victorian-public-sector-employees/) <https://vpsc.vic.gov.au/html-resources/code-of-conduct-for-victorian-public-sector-employees/>
* [Human Rights Charter](https://intranet.dhhs.vic.gov.au/human-rights-charter) <https://intranet.dhhs.vic.gov.au/human-rights-charter>
* [Client incident management and reporting department delivered services](https://intranet.dhhs.vic.gov.au/client-incident-management-and-reporting-department-delivered-services)  <https://intranet.dhhs.vic.gov.au/client-incident-management-and-reporting-department-delivered-services>
* [Use of Computers](https://intranet.dhhs.vic.gov.au/acceptable-use-technology) <https://intranet.dhhs.vic.gov.au/acceptable-use-technology>
* Driving Guidelines / [Use of Government Vehicles](https://intranet.dhhs.vic.gov.au/standby-and-call-government-vehicle-use) <https://intranet.dhhs.vic.gov.au/standby-and-call-government-vehicle-use>
* [Privacy and Confidentiality](https://intranet.dhhs.vic.gov.au/privacy) <https://intranet.dhhs.vic.gov.au/privacy>
* Duty of Care / Worker Safety
* DHHS Values
* Health, safety and wellbeing policies
* Occupational violence and risk management guide for child protection

# Learning and Professional Development

* Overview of local agencies, resources, referral pathways, how Groups/Divisions operate
* Advise schedule of external and internal meetings
* Discuss training and identify opportunities during placement
* Dates for attendance at local forums or events
* Arrange for staff conducting client interviews and visits to obtain family/client permission (if applicable)
* Students are to complete the online modules for Student Placement / Child Protection  Orientation Program
* Arrange for students to attend Court (if applicable)
* Arrange supervision dates
* Allocate client case load (if applicable)
* Discuss duties that may and may not be undertaken during placement
* Discuss privacy and duty of care
* Discuss and demonstrate driver safety and installation of child seat
* Discuss child behaviour and first aid

# Publications relevant to placement area to be supplied or made accessible

* Placement program overview
* Access to Intranet and Child Protection Manual
* List of relevant offices and staff contact numbers
* Relevant practice standards
* Acts of Parliament relevant to placement area
* Current protocols
* List of local resources
* List of DHHS policies relevant to placement area to review via website
* Student information folder

# Approval

**The above tasks have been completed (signed by supervisor):**

|  |  |
| --- | --- |
| Signature:  |  |
| Name: |  |

**Acknowledged by student:**

|  |  |
| --- | --- |
| Signature:  |  |
| Name: |  |

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