EdInduct

Managing the induction of casual workers and volunteers into your school community

Does your school rely on volunteers and casual workers?

Most schools rely on large numbers of volunteers and casual workers for a broad range of activities; from operating the uniform shop, managing the canteen and student tutoring to coaching of sporting teams, fundraising events and everything in between.

Compliance of casual and volunteer workers

Volunteers and workers in schools have legal requirements they need to satisfy to be eligible to work with students, which include:

● A valid Working With Children Check (WWCC), Blue Card (QLD) or Working With Vulnerable People registration (ACT)

● Completing Child Protection and Code of Conduct training as part of their induction, with a record of this training being completed; and,

● Understanding of the school's various health and safety protocols.

In the case of paid workers, they also need to satisfy Australian Tax Office requirements for declaring and assessing income earned.

Induction process

To help meet the compliance requirements for induction, schools must obtain the required documentation from each volunteer or casual staff member. This documentation is often bound by timeframes to be updated or refreshed, meaning the same workers may go through the compliance process more than once.

When the induction process is reliant on school staff and manual processes it can become a timely ongoing task:
• Staff need to send out forms, documents and agreements by email
• Workers need to print forms, documents and agreements, sign them, scan them and return via email or post hard copies to the school
• School staff need to check completion, review, validate and then manage the recording and storing of this information.
Often documentation will be returned incomplete or fail to include critical attachments, or simply not be returned at all. Necessitating repeated follow-up by school staff.

Issues faced by schools with current practices

For many schools, current induction practices are labour intensive, requiring several school staff to administer and pose significant compliance risks for schools due to:
• multiple exchanges of documentation to and from workers, school staff and school departments making tracking the flow difficult
• ad hoc follow-up with workers
• minimal to no visibility of the induction status of each volunteer and casual worker; and,
• absence of audit trail, presenting significant compliance risk.
Similar issues and risks apply to how schools offboard volunteers, particularly paid workers.

The solution - EdInduct

Fujifilm's EdInduct has been specifically designed with schools in mind.

EdInduct accelerates the induction process of volunteers and casual workers, significantly reducing staff involvement by providing:

- easy-to-use digital platform for generating, uploading, reviewing, completing and exchanging documentation between the school and workers

- accommodates all categories of paid casual workers (hobby income, contractor, employee);

- automates workflows, notifications and reminders throughout the induction process;

- provides full audit traceability; and

- offers a mobile-friendly cloud-based solution.

And it has been designed so that staff can use it intuitively,

- "drag and drop" functionality facilitates self-service significantly reducing the need for additional professional services once implemented

- implementation is both quick and simple.

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