

## Highlighting the DDA during inductions

### 6 tips for inclusive inductions

Well-planned induction processes help new employees understand important aspects of their role and establish clear expectations of what is required from them and what to expect from others. Including Information about the *Disability Discrimination Act 1992* (DDA) during induction will strengthen their understanding of their obligations under the DDA.

## Know

### All staff need to understand their obligations under the DDA.

There are obligations under the DDA to support the full access and participation of children or others with disability. All staff have a legal obligation not to discriminate, harass, or victimise children or others with disability.

### Discrimination can be unintentional, but is still unlawful.

Understanding what discrimination, harassment and victimisation might look like in children's education and care services is an important step in ensuring that discrimination doesn't happen.

## Think

### Consider what service documents might help the new team member understand how to meet their obligations under the DDA.

Share the service policies, procedures and statement of philosophy with your new team member. Encourage them to reflect on how your service policies, procedures and statement of philosophy can either create or remove barriers for children or others with disability.

### How do we highlight the importance of the voices of children and families?

Ask your new team member to consider the best way to seek and include the views of children and families. Provide them with practical examples of how the service currently includes the ideas, suggestions and goals of children and families.

## Do

### Include information about the DDA in your written induction information.

Including written information and links to resources about the DDA provides an opportunity for new employees to reinforce their understanding of their obligations under the DDA.

### Reinforce expectations during probation meetings and performance planning.

Include information about the DDA in ongoing performance and probation planning processes to strengthen the team's knowledge and understanding of their obligations and encourage planning of further professional development.



Australian Children's  
Education & Care  
Quality Authority

This project was  
funded by the  
Australian Government.

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