



Yarraville Special Developmental School

No. 5278

## STAFF INDUCTION POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

### Certification

School Council President

Signed ..... *Kim Mace* ..... Date ..... 28/3/2017.

Principal

Signed ..... *Ashwini Sharma* ..... Date ..... 28/3/2017

This policy ratified at School Council meeting

28/3/17

References: Staff Handbook

Website - [www.sofweb.vic.edu.au/pd/begret/rsrclst.htm](http://www.sofweb.vic.edu.au/pd/begret/rsrclst.htm)

Circular 034/2004 - 'Supporting Beginning & Returning Teachers - Induction Resource Materials'



# Yarraville Special Developmental School

*Excellence In Learning*

## STAFF INDUCTION POLICY

### **General Statement:**

The school management has responsibility to ensure, as far as practicable, the provision and maintenance of a safe and secure working environment which is without risk to the health and safety of staff, students and visitors.

This policy is to be read in conjunction with Yarraville SDS's other Occupational Health and Safety and child safe policies.

### **Rationale:**

Occupational Health and Safety guidelines stipulate that a formal induction process must be made available to all staff members.

Yarraville SDS induction program will:

- help the staff member gain a sense of belonging and security
- reduce anxiety and build confidence
- introduce the staff member to the culture, expectations and goals of the school, region and DET
- enable the staff member to share and learn with experienced teachers
- provide an opportunity to discuss and clarify personal and professional goals, employment structures and conditions
- build on a culture of effective communication between the staff member, mentor and Principal
- lay the foundation for further professional learning

### **Broad Guidelines:**

- The formal induction process will be implemented for all staff new to the school or a particular position.

### **Implementation:**

- The Principal has the responsibility of ensuring that the formal induction process is implemented.
- Yarraville SDS has a Staff Handbook which is role specific and is made available to every member of staff. The Team Leader responsible for the staff member will supervise the induction process including the completion of OHS checklist.
- At regular intervals the new staff member and the Team Leader should evaluate the progress of the induction program. The induction program can be evaluated through the checklist. This will be completed by the teacher/staff.
- Individuals have the right to request a meeting to discuss the implementation of the induction process with the Principal or the Occupational Health and Safety Representative at any time.
- Classroom observations during the Induction Program are advisable.

References: Staff Handbook

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- Yarraville Special Developmental School as a Child Safe school will be introduced during the three-day Induction Program.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.