



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Rationale

Induction programs for teachers, support staff, pre-service teachers, students, school council members, parents and volunteers aim to provide them with support, direction and essential information while building both confidence and performance.

Aims

- To promote a sense of belonging, safety, security and an understanding of the school's expectations, goals and structure.
- To promote productive and harmonious relationships with peers.
- To provide new and returning staff to the school with the support, direction and information that will allow them to be fully effective and comfortable in their new role, this would include staff assuming new positions in the school year.
- To ensure awareness of Edusafe Plus and its usage.

Actions

- The Principal is responsible for ensuring the implementation of supportive and effective induction programs.

For staff:

- Skilled and experienced staff with strong communication and interpersonal skills will be used as mentors for each new staff member.
- A principal-class member will be nominated as the induction coordinator and allocate mentors to new staff.
- The induction coordinator will maintain the comprehensive set of induction materials and review the document annually through the induction evaluation proforma and informal feedback.
- The coordinator will provide a training program for staff involved in induction.
- The coordinator will measure the outcomes of the induction program on teacher effectiveness.
- The induction program will comprise components consistent with the Department of Education and Training (DET) induction materials for staff.

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- The DET Occupational Health & Safety (OH&S) Induction Checklist will be included with induction materials and completed with the new staff member, and existing staff will complete the checklist annually.

For students:

- Teachers will be responsible for nominating a buddy to assist in new student induction in Years 1 – 6. All students will be provided with a buddy.
- ‘Meet the Leader’ will be provided at the end of each school year as a means of inducting all students to their new year level (transition).

Volunteers, parents and school council members:

- An induction pack via the Website will be provided by the school to volunteers and parents undertaking school-endorsed activities. This will include information relating and agreeing to their roles and responsibilities and relevant school policies.
- School council members are expected to participate in third party provider training associated with school council governance and president training, as applicable to a councillor’s role and as outlined in the School Council Standing Orders including annual Child Safe Training.

Evaluation

- The school will seek feedback, as appropriate, on the effectiveness of its induction programs.
- This policy will be reviewed by the leadership team considering the feedback received at the conclusion of each induction program.

[Click here](#) to view Child Safe policies on the school website.

[Click here](#) to view Volunteer Induction Pack

Policy review and approval

Policy last reviewed	25 October 2022
Approved by	Principal
Next scheduled review date	25 October 2025

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