

# Angle Vale Primary School Building our bridge to the future

Learning to know  
Learning to do  
Learning to get along

## Site Induction Policy

### Our Vision

Angle Vale Primary School, with the school community, is committed to support all students to become successful learners, confident and creative individuals, and active and informed citizens.

### Our Mission

Each student has the opportunity to work in a safe, supportive and challenging learning environment, engage in learning programs that include the following capabilities:

- Critical and creative thinking
- Ethical understanding
- Information and Communication Technology (ICT)
- Intercultural understanding
- Literacy
- Numeracy
- Personal and social capability

### Our Aims

The Angle Vale Primary School's Site Induction Policy provides a framework to ensure that:

- Students are learning and Educators are teaching.
- Staff and students work within a relational and restorative framework.
- Through explicit teaching and learning, we develop social responsibility and willingness to make amends, restore and strengthen relationships.
- Parents, students and staff work collaboratively to provide a consistent and just approach to development and management of student behaviour that takes into account the different needs of individual students.

### Our Values

Confidence	Honesty	Respect
<ul style="list-style-type: none"> <li>● Be prepared to try new things</li> <li>● Know your choices</li> <li>● Be prepared to seek help</li> <li>● Be a positive role model</li> <li>● Use power positively</li> <li>● Show persistence</li> <li>● Show resilience when things are down</li> <li>● Have the confidence to show generosity to others</li> </ul>	<ul style="list-style-type: none"> <li>● Tell the truth</li> <li>● Have a strong work ethic</li> <li>● Be honest about giving effort</li> <li>● Be proud of your achievements</li> <li>● Take responsibility for your own actions</li> <li>● A fair go for all</li> <li>● Encourage others</li> <li>● Develop trust in relationships with others</li> </ul>	<ul style="list-style-type: none"> <li>● Treat self, others and property with care and respect</li> <li>● Be cooperative and include others</li> <li>● Respect that school is a place of learning</li> <li>● Communicate respectfully and use a person's name</li> <li>● Look after school belongings but leave valuables at home</li> <li>● Move around the school calmly</li> </ul>

<b>New Employee's DECD ID Number</b>			
Surname		Given Name(s)	
Position		Start Date (dd/mm/yyyy)	
DECD Site			
<p><b>Instructions</b></p> <p>This induction checklist is designed to ensure consistency, currency and rigour around quality induction for all DECD employees. It includes information and actions to be addressed at induction with suggested completion dates. Comprehensive induction information is available from the <a href="#">DECD induction website</a>.</p> <ul style="list-style-type: none"> <li>- Line managers (or delegated induction buddies) and new employees: work through the checklist together, checking off each action once completed.</li> <li>- Both employee and line Manager are to sign and date the induction checklist on final completion. A copy is to be provided to the employee and the completed checklist stored as part of the employee's performance and development records.</li> </ul> <p>*NOTE: Workplaces may have internal resources that can be used in addition to this checklist to tailor induction.</p>			
<p><b>Pre-commencement actions: Line Manager (or delegated induction buddy)</b>  <i>Suggested completion date: 1-2 weeks before commencement</i> Refer to <a href="#">Pre-commencement for Sites</a></p>			
<ul style="list-style-type: none"> <li>- Appoint an induction buddy</li> <li>- Complete relevant forms &amp; documentation</li> <li>- Do you have a staff handbook?</li> <li>- Arrange work space &amp; ICT access</li> </ul>		<ul style="list-style-type: none"> <li>- Send a welcome message &amp; notify the team</li> <li>- Work plan: prepare for week 1</li> <li>- Anticipate questions from new starters</li> <li>- Access manager support</li> </ul>	
<p><b>Line Manager must ensure, prior to commencement, that they have sighted:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved <a href="#">Criminal History Screening clearance</a> (through <a href="#">DCSI Government Screening Unit</a>) – otherwise covered by current SA Teacher Registration.</li> <li><input type="checkbox"/> Evidence that staff have undertaken training in their child protection responsibilities.                      (All DECD staff are required to undertake training in their child protection responsibilities.)                     <ul style="list-style-type: none"> <li>▪ Anyone working or volunteering with children and young people in DECD school and care settings is required to undertake <a href="#">Responding to Abuse and Neglect – Education and Care (RAN-EC) Training</a> (full day, face-to-face training)</li> <li>▪ DECD staff who do not work in school and care settings are required to complete the <a href="#">RAN-EC (Responding to Abuse and Neglect – Education and Care) Online Update Training</a></li> </ul> </li> </ul> <p>Families SA staff: MUST familiarise themselves with the <a href="#">Guidelines for Mandated Notifiers</a> and are expected to undertake <a href="#">training in Child Safe Environments – Reporting Child Abuse and Neglect</a></p> <p>Original employment documentation</p> <p>(As applicable) <u>current</u>: SA Teacher Registration Certificate (note any special conditions or restrictions); Authority to Teach; Basic Emergency Life Support certificate; Authority to Work; and / or other documentation as required</p> <p>Line Manager's Name: _____ Signature: _____</p>			

Orientation to the workplace <i>Suggested completion date: first visit to site &amp; over the course of the first week</i>	Completed	Date
<b>Introduced to staff</b>		
– Met your induction buddy or a key contact in your work unit	<input type="checkbox"/>	
<b>Toured site grounds and facilities</b>	<input type="checkbox"/>	
– Identified your work space, including allocated storage areas	<input type="checkbox"/>	
– Site boundaries, car park, class / room locations	<input type="checkbox"/>	
– Emergency exits, first aid facilities, restrooms	<input checked="" type="checkbox"/>	
– Staff area / kitchen / coffee/tea facilities, canteen	<input type="checkbox"/>	
– Resource areas, printer / fax / photocopier / pigeon hole locations	<input type="checkbox"/>	
<b>Administrative information</b>		
– Received workplace induction material (e.g. staff handbook)	<input checked="" type="checkbox"/>	
– Received a copy of the job and person specification / role statement / standards	<input checked="" type="checkbox"/>	
– Arranged security access: keys, security codes, ID badge	<input type="checkbox"/>	
– Provided details of your emergency contact person (and any other relevant personal/medical information) to the administrative officer	<input checked="" type="checkbox"/>	
– Asked your line manager if any further employment information or documentation is required	<input type="checkbox"/>	
– Received a site map / plan, organisational chart, staff contact list / directory and class lists (if appropriate)	<input type="checkbox"/>	
– Received information about the site's daily routine (lesson / session times, lunch / break times and your start & finish times)	<input type="checkbox"/>	
– Received / created your timetable (copy sent to line manager), time sheet (if applicable), rosters, meeting schedules	<input checked="" type="checkbox"/>	
– Been advised of the processes for:		
– reporting absence & any relief arrangements (e.g. calling in sick)	<input type="checkbox"/>	
– your pay (including electronic payslips & payroll contacts)	<input checked="" type="checkbox"/>	
– <a href="#">Human Resources</a> ,		
– booking rooms, resources, ordering supplies, purchase requests	<input type="checkbox"/>	
– maintenance / cleaning	<input type="checkbox"/>	
– mail, fax, telephone: answering, transferring & diverting calls	<input checked="" type="checkbox"/>	
<b>Information and Communication Technology (ICT):</b>		
– Identified ICT support / contact person	<input type="checkbox"/>	

Orientation to the workplace <i>Suggested completion date: first visit to site &amp; over the course of the first week</i>	Completed	Date
- Identified ICT support / contact person	<input type="checkbox"/>	
- Accessed Site & DECD ICT policies (refer to <a href="#">ICT Security intranet webpage</a> or <a href="#">A-Z Policy Index under 'I'</a> ) including:	<input type="checkbox"/>	
- <a href="#">ICT Security Policy</a> - <a href="#">ICT Email Access and Use Policy</a> - <a href="#">ICT Internet Access and Use Policy</a>	<input type="checkbox"/>	
- Signed an <i>ICT Acceptable Use Agreement</i> available via <a href="#">ICT 'Security Standards' on DECD intranet</a> (internal access only)	<input type="checkbox"/>	
- Mobile Communication Devices: considered the <a href="#">Policy</a> and <a href="#">Standard</a> and signed a <a href="#">User Agreement</a> . Refer also to the <a href="#">Mobile Phones</a> intranet page.	<input type="checkbox"/>	
- Received access / logon details for ICT programs / systems	<input type="checkbox"/>	
- Accessed your email account & set up your signature block with your contact details	<input type="checkbox"/>	
- Identified storage arrangements: where to save your work	<input type="checkbox"/>	
<b>Communication procedures, protocols and expectations</b>		
- Read through the <a href="#">induction website</a> :	<input type="checkbox"/>	
- Been informed of the DECD procedures and protocols for communicating with: <ul style="list-style-type: none"> <li>▪ Students, families and the community (e.g. site newsletter, notices, communication noticeboards)</li> <li>▪ Other site staff</li> </ul>	<input type="checkbox"/>	
- Familiarised yourself with <a href="#">communication channels used across DECD</a> and within your work unit (e.g. newsletters, notices / noticeboards)	<input type="checkbox"/>	
- Explored <a href="#">LearnLink</a> & its functions	<input type="checkbox"/>	
- Read through and bookmarked the DECD websites for: <ul style="list-style-type: none"> <li>▪ <a href="#">Induction</a></li> <li>▪ <a href="#">Work Health &amp; Safety</a>,</li> </ul>	<input type="checkbox"/>	
<b>Plan of action for first week</b> Discussed the orientation to your new role with your line manager or leader and negotiated a plan for your first week	<input type="checkbox"/>	

<b>Work Health &amp; Safety (WH&amp;S) – including Injury Management</b> <i>Suggested completion date:</i> <i>first visit to site &amp; over the course of the first week</i>	Completed	Date
<b>Work Health &amp; Safety (WH&amp;S)</b> <a href="https://myintranet.learnlink.sa.edu.au/hr/health-and-safety">https://myintranet.learnlink.sa.edu.au/hr/health-and-safety</a>  Watched the <a href="#">Work Health &amp; Safety video clip</a> (alternate link to clip,) developed to promote awareness of the Work Health and Safety Act 2012 (SA), and your WH&S responsibilities	<input type="checkbox"/>	
Accessed information about Work Health and Safety policies, procedures, and responsibilities, and discussed these with your line manager, including:		
– <a href="#">Legislative duties</a>	<input type="checkbox"/>	
– <a href="#">Incident, Injury &amp; Hazard Reporting</a>	<input type="checkbox"/>	
– <a href="#">Injury Management</a>	<input type="checkbox"/>	
– Emergency Procedures – including but not limited to: evacuation, invacuation, fire, bomb threat, lockdown (see <a href="#">Emergency Procedures &amp; Emergency &amp; Crisis Management</a> )	<input type="checkbox"/>	
– <a href="#">First Aid</a>	<input type="checkbox"/>	
– <a href="#">Hazards</a> (see also <a href="#">Hazard Guides</a> ): Information about, and procedures for identifying and managing, hazards in the work area (including but not limited to: equipment, electrical testing, hazardous substances, chemical spills, security, manual handling)	<input type="checkbox"/>	
– <a href="#">Work Health &amp; Safety Consultation</a>	<input type="checkbox"/>	
– <a href="#">Risk Assessment</a>	<input type="checkbox"/>	
– <a href="#">Grievance Procedures</a>	<input type="checkbox"/>	
– <a href="#">Wellbeing and the Employee Assistance Program</a>	<input type="checkbox"/>	
– Location of WH&S forms	<input type="checkbox"/>	
– Location of WH&S information (e.g. DECD web, central noticeboards in designated staff areas)	<input type="checkbox"/>	
I acknowledge my responsibility to maintain my work area in a safe and tidy manner and to report any incidents, injuries and hazards.  Signed by employee: _____		
<b>Work Health &amp; Safety contacts</b> Complete the name and contact details for your representatives:		
Health & Safety Rep: <input type="text"/> Tel: <input type="text"/>		
First Aid Officer: <input type="text"/> Tel: <input type="text"/>		
Chief Fire Warden: <input type="text"/> Tel: <input type="text"/>		

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Understanding Roles, Responsibilities and Expectations <i>Suggested completion date: by the end of the second week</i>	Completed	Date
Discussed and developed an understanding of:	<input type="checkbox"/>	
– Site priorities and values	<input type="checkbox"/>	
– Site protocols, processes, procedures & expectations eg child/student management & wellbeing, <a href="#">child safe environments</a> , <a href="#">mandatory notification</a> , <a href="#">Protective Practices</a> , communication, decision making, confidentiality, planning, records management, work forms, reporting	<input type="checkbox"/>	
– Financial and purchasing, the <a href="#">DECD Procurement Governance Policy</a>	<input type="checkbox"/>	
– Conditions of employment and responsibilities of the role, including any extra-curricular commitments / special conditions	<input type="checkbox"/>	
Identified system supports & key personnel (e.g. Directorate / Regional networks)	<input type="checkbox"/>	
Read the <a href="#">Code of Ethics</a> and understood your responsibilities. If required, discussed any follow up questions with your manager.	<input type="checkbox"/>	
Checked for any changes to your timetable	<input type="checkbox"/>	
Visited the <a href="#">Performance and Development webpage</a> , accessed the Policy and the Guideline, and started to consider your own Performance and Development Plan	<input type="checkbox"/>	
Accessed information about the <a href="#">connectDECD Induction Expo</a> and recorded the date of the next expo in your calendar	<input type="checkbox"/>	
Performance and Development <i>Suggested completion date: by the end of the first month</i>	Completed	Date
Established regular planning / performance & development meetings with your line manager	<input type="checkbox"/>	
Commenced development of an initial Performance and Development Plan (available under Resources: <a href="#">Performance &amp; Development webpage</a> )	<input type="checkbox"/>	
Familiarised yourself with <a href="#">DECD's organisational structure</a>	<input type="checkbox"/>	
Discussed and gained an understanding of the site's improvement plan & the department's strategic directions (refer to <a href="#">Working in DECD</a> and <a href="#">About the department</a> )	<input type="checkbox"/>	
Accessed the <a href="#">Information Privacy Principles (IPPS) Instruction (PC012)</a> , <a href="#">ICAC Directions and Guidelines</a> , <a href="#">Risk Management Policy &amp; Framework</a> and site & <a href="#">DECD policies, procedures &amp; guidelines</a> as relevant (see <a href="#">DECD A-Z Policy Index</a> )	<input type="checkbox"/>	
Induction Review & Completion <i>Suggested completion date: by the end of the induction process</i>	Completed	Date
Registered for the <a href="#">connectDECD Induction Expo</a>	<input type="checkbox"/>	
Developed an initial Performance & Development Plan – see Resources: <a href="#">P&amp;D webpage</a>	<input type="checkbox"/>	
Reviewed your induction process with your line manager (or induction buddy as delegated) and identified: any outstanding induction actions and where any additional support is required	<input type="checkbox"/>	

*I declare that all items contained within this checklist have been addressed*

SIGNED: Employee \_\_\_\_\_ Line Manager \_\_\_\_\_ Date: \_\_\_\_\_

The policy is guided by the  
DECD – Induction Checklist: DECD Sites (schools/ pre-schools/ children's centres)

**Endorsed by Governing Council November 2015  
Review Date November 2018**