



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 Aims

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

- A process is followed that provides employees with the knowledge, resources and support they need to carry out their duties.
- Employees are clear about their roles and responsibilities within the school and where they can seek help.
- Employees are trained in protecting all people from work-related health and safety risks.

Stages of Induction:

- Pre-commencement activities
- Orientation to the workplace
- Understanding role responsibilities and expectations
- Establishing a Performance and Development Plan
- Completion and review of the induction program

Principles of Induction

- *Tailored* – the length and content of the induction will be tailored for the position the employee holds and a buddy may be assigned if determined by the leader.
- *Aligned* – The employee's aspirations will be engaged to align with the schools purpose, priorities and values through the induction process and first performance development meeting.
- *Consistent* - The induction process will be consistent with all sites so employees are supported through high-quality resources, policies and procedures.
- *Timely* – making the pre-commencement process timely from day one for every employee so that they have the necessary information, resources and support to build the confidence and capabilities of employees. Regular meetings with staff in the first weeks to help make the inductions successful.

Roles and Responsibilities

- *Leaders and Line Managers* – Deliver, review and adapt the induction process to each newly appointed employee in accordance with the Department for Education's Induction process guidelines.
- *Buddy* – Act as the first contact for the new employee and respond to appropriate enquiries or requests. Carry out further duties in accordance with the Department for Education's Induction Process Guidelines.
- *Employee* – Actively participate in the induction program, seek to understand the responsibilities of their role, critically reflect and give feedback on the process.



Supporting Information

[Schools, preschools or children's centres induction checklist \(PDF 237.3KB\)](#)

[Corporate office and services induction checklist \(PDF 1.4MB\)](#)

[Work health and safety training](#)

[Induction for new and returning employees](#)

[Public education statement](#)

[Strategic Plan](#)

[Protective practices for staff in their interactions with children and young people \(PDF 650.1KB\)](#)

Communication and review

Outline:

- This policy is available on our school website and from the front office
- This policy has been discussed with our staff, governing council members and primary students
- This policy will be reviewed in line with the Department for Education's requirements
- Policy endorsed by Governing Council Term 1 **2023**
- This Policy will be due for review Term 3 **2023**