



montessori school

## Staff Induction Policy

### 1.1 Introduction

Newly appointed employees at Banksia Montessori School will undergo an induction process that introduces them to the School and their place of work. The process will begin with the appointment of a new member of staff. Induction may be defined as the formal process of familiarising employees with their roles, responsibilities and entitlements, and orientating them to their place of work and organisational policies, procedures, resources.

A supportive induction program welcomes newly appointed employees and accelerates a sense of acceptance and belonging to the School. It delivers key information about the School's Vision, Mission and Values and aims to guide responsible and appropriate behaviour and decision making in and around a child safe environment. Staff induction also provides newly appointed staff with an understanding and appreciation of the specific requirements of their job and knowledge of their work area.

### 1.2 Process

New employees begin their process of induction with an interview with the Principal. Upon receipt and signing of their contract of employment, as per the National Employment Standards (NES), a copy of the Fair Work Information Statement is to be made available to the new staff member. In addition, all new employees will receive:

- Australian Tax Office documents regarding tax thresholds;
- Documentation pertaining to the payment of superannuation into a fund(s) of their choice; and
- Documentation that allows the school to pay their after-tax salary into a bank account of their choice.

New employees are to submit the documents to the School Administrator at least seven (7) days prior to the next pay cycle or they risk being taxed at the highest tax level until this is done.

The new employee:

- Will be introduced to all staff members and their roles;
- Will have their roles explained in more detail;
- Will have the Vision, Mission, and Values of the School explained in more detail in terms of how they apply these to their work;
- Will understand leave taken, personal leave and Superannuation;

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- Will receive a Staff Handbook, the School's Child Protection, Behaviour Management, Anti-Bullying, Grievance Resolution and Duty of Care Policies and should familiarise themselves further with documents accessible relating to other school policies and procedures available on the school's website;
  - Will receive a Staff Code of Conduct which aims to establish a common understanding of the standards of behaviour expected of all employees of the School. The code is a broad framework that will help employees determine appropriate courses of action when confronted with an ethical dilemma. The Code places an obligation on all staff members to take responsibility for all conduct within their workplace;
  - Depending on their role, understand matters of security including access onto property, passwords and codes for alarms, keys for entry and practices for after-hours entry and use of facilities;
  - School timetable details and general daily procedures;
  - Have been given general staff information such as lunch breaks, non-contact times, where to locate the first aid box, evacuation and lockdown procedures, general occupational health and safety procedures and where to put personal belongings.

### 1.3 Responsibility

The Principal shall from time to time in the first few months of the new employee's employment period meet with the employee to address any inconsistencies between the job in practice and the employee's perception of their role and working environment. A formal staff appraisal will be done at the end of each year.

### 1.4 Administration's staff induction checklist.

#### 1.4.1 Prior to commencement

1. Plan the newly appointed employee's induction.
2. Confirm that the employee has returned a signed original copy of their offer of employment for their personal file with a duplicate to be kept by the employee.
3. Confirm that the employee has returned a signed copy of the form acknowledging receipt and understanding of the School's Code of Conduct for Staff, Child Protection Policy, Behaviour Management Policy, Anti-Bullying Policy, Grievance Resolution Policy and Duty of Care Policy
4. Discuss any special requirements the employee may require.
5. Advise the employee of arrangements for their first day, including:
  - work start time and who to meet;
  - access to the school.

#### 1.4.2 First day

1. The employee completes and submits a Tax File Number Declaration and an ATO Withholding Declaration.

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2. Confirm that they have received, read and understand the Staff Handbook, Code of Conduct, and the School's Child Protection, Behaviour Management, Anti-Bullying, Grievance Resolution and Duty of Care Policies.
  3. If necessary provide school keys, security pass-codes etc.
  4. Familiarise employee with school site.
  5. Introduce employee to staff.
  6. Discuss emergency and lockdown procedures.

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