New Staff Orientation Acknowledgement Form

I __________________________________________ acknowledge that I was offered and participated in an orientation process which included an introduction to and explanation of the following aspects associated with the day to day organisation and safety issues around the school

• Policies and Procedures associated with
  - Supervision
  - Discipline
  - Homework
  - Parent Participation etc.
• Emergency Evacuation Policy and Procedures.
• Work, Health and Safety (WHS) Policy, Procedures and location of relevant information such as MSDS etc.
• Child Protection Procedures including;
  - Visitors
  - Parent Volunteers
  - Prohibitive Persons Declarations, etc.
• Basic Administrative Procedures – ReporterPro, classroom money collection system.
• ICT Protocols and access details.

In Addition I was also
• given a tour of the school plant.
• given access to School Policies which provides a thorough overview of school rules, policies and procedures.
• I have completed and responded to the CSO online Induction modules at http://iops.lism.catholic.edu.au

Signed ________________________

Date _________________