NEW STAFF ORIENTATION POLICY
2014

Date issued: March 2014
Date to be reviewed: 2018

AIMS:
- To familiarise new staff members with major policies and procedures within the school to promote safety and ensure duty of care
- To make new staff aware of the location of policy documents and other information for their further consultation and future reference.

PROCEDURES:
All new staff members are introduced to:

- Policies and Procedures associated with:
  - Supervision
  - Discipline
  - Homework
  - Parent Participation etc.
- Emergency Evacuation Policy and Procedures.
- Work, Health and Safety 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
- ICT Protocols and access details.
In Addition New Staff will

- be given a tour of the school plant
- complete and respond to CSO Online Induction Modules found on our moodle site – Teachers > New Staff Induction or at http://iops.lism.catholic.edu.au
- meet with CSO representatives and Parish Priest to discuss modules
- be given access to the School Policies which provides a thorough overview of school rules, policies and procedures.
- be asked to sign a statement to say that the orientation process had taken place.

Beginning Teachers

Assistant Principal will mentor the beginning teacher and will liaise with CSO consultants to arrange FTFR for planning and reflecting. These hours are dependent on how many teaching hours have been accumulated and will be adjusted accordingly.