




HR001	Staff Induction Policy
Purpose	To ensure that new staff and existing staff are and remain aware of their responsibilities as employees of FRSA.
Authority	
Policy	All staff members, including those in the relief pool, will receive induction as they start their employment with FRSA; FRSA will initiate procedures to ensure that staff members remain fully apprised of their responsibilities and duties.
Delegation	Administration Manager, ORE Principal, School Principal.
Related Policies	Prof001 Staff Performance and Development
Date approved	Oct 2008; Aug 2010; Mar 2011; May 2014, August 2017
Next Review Due	August 2021
Review Authority	Management
Keywords	New staff; induction;

Authorised by:	 J Swarts
ESG Chairman	
Date:	14 August 2017

Inductions sessions for staff new to FRSA will cover three main areas, as follows:

1. General FRSA arrangements and administrative matters

- a. Access to property and buildings
 - i. Security / swipers / keys
- b. Child Protection
 - i. CP005 (teachers / volunteers)
- c. Finance
 - i. F002 (Use of own vehicle)
 - ii. F004 (Purchasing)
- d. Human Resources
 - i. HR004 (Applicable awards and conditions)
 - ii. HR005 (Long Service Leave Portability)
 - iii. HR006 (Maternity Resignations)
 - iv. HR007 (Workplace Bullying and Sexual Harassment)
 - v. HR014 (FRSA Memberships)
 - vi. HR019 (Injury / Illness)
- e. Information Technology
 - i. IT003 (Electronic Device Purchase)
 - ii. Username / Password
 - iii. Email
 - iv. SEQTA
- f. Procedural
 - i. Proc004 (Occupational Safety and Health)

2. General FRSA educational matters

- a. FRSA Constitution
 - i. Part 1 with a focus on identity and ethos
- b. Child Protection
 - i. Code of Conduct
 - ii. CP001 (Students at risk, including mandatory reporting)
- c. Governance
 - i. G008 (School Visit Guidelines)
- d. Health
 - i. H001 (Chronic Illness)
- e. Information Technology
 - i. IT001 (Acceptable Usage)
 - ii. IT004 (Social Media Guidelines)
- f. Instructional
 - i. I005 (Curriculum, Assessment and Reporting)
- g. Professional
 - i. Prof002 (Staff Performance and Development)
 - ii. Prof004 (TRBWA Registration)
- h. Relational
 - i. R004 (Student Discipline)
- i. Reformed Education Diploma Course Requirement

3. Local school specific matters

- a. Other FRSA Policy
 - i. C002 – 004
 - ii. H003 – 011
 - iii. HR003, 009, 010
 - iv. I002 – 004, 007
 - v. Proc 001 – 003, 005
 - vi. Prof 004 (TRB status to be considered and arrangements made)
 - vii. R001, R002
- b. Who's who in the school
- c. Specific school procedures and routines
- d. Expectations regarding professional conduct
- e. School curriculum, standards and expectations in relation to teaching, learning, assessment and reporting
- f. Specific responsibilities associated with role in the school
- g. Student behaviour management
- h. Contact with the parents
- i. Other

FRSA Administration will conduct Part 1 of the induction. The Office of Reformed Education will conduct Part 2, and the Principal (or a nominated representative) of the school where the staff member has been appointed will conduct Part 3.

The inductions may be slightly varied from the above for different positions within FRSA.

Sign off sheets for all sections will be completed and kept in the staff member's file.

Inductions will be held in January of each year for staff newly appointed for that year and on any other occasion in the course of that year as and when necessary.

Inductees who are beginning a full time or part time position with FRSA will not be paid to attend induction. Inductees who will be registered as relief staff only will be paid to attend.

The principal will make arrangements to regularly refresh staff in relation to their responsibilities through staff forums arranged for that purpose. In such forums the principal will address:

- Priority matters by way of frequent reminders
- Routine matters in a cyclical way
- Changes to provisions and arrangements, as and when they arise

The principal will report on such forums in the first Report to the Board following the forum.

Appendix 1

Templates for Induction Sign-off Sheets

(Insert letterhead FRSA Administration)

General FRSA arrangements and administrative matters

1. Access to property and buildings:

- a. Security / swipers / keys

2. Policies:

Child Protection

- a. CP005 (teachers / volunteers)

Finance

- a. F002 (Use of own vehicle)
- b. F004 (Purchasing)

Human Resources

- a. HR004 (Applicable awards and conditions)
- b. HR005 (Long Service Leave Portability)
- c. HR006 (Maternity Resignations)
- d. HR007 (Workplace Bullying and Sexual Harassment)
- e. HR014 (FRSA Memberships)
- f. HR019 (Injury / Illness)

Procedural

- a. Proc004 (Occupational Safety and Health)

3. Information Technology

- a. IT003 (Electronic Device Purchase)
- b. Username / Password
- c. Email
- d. SEQTA

Name of Inductee:

Signature of Inductee:

Name of Inductor:

Signature of Inductor:

Date:

(Insert letterhead ORE)

General FRSA educational matters

1. Constitution:

Articles

1.2 Foundation

1.3 Objects

2. Policies:

Child Protection

Code of Conduct

CP 001

Governance

G008 (School Visit Guidelines) ... not applicable to EA's

Health

H001

Information Communication Technology

IT001 (Acceptable Usage)

IT004 (Social Media Guidelines)

Instructional

I005 (Curriculum / Assessment / Reporting) ... not applicable to EA's

Professional

Prof002 (Staff performance and Development)

Prof004 (TRBWA Registration) ... not applicable to EA's

Relational

R004 (Student Discipline)

3. Other:

Reformed Education Diploma Courses ... not applicable to EA's (yet).

Name of Inductee:

Signature of Inductee:

Name of Inductor:

Signature of Inductor:

Date:

(Insert letterhead local school)

Local school specific matters

1. Other FRSA Policy

- a. C002 – 004
- b. H003 – 011
- c. HR003, 009, 010
- d. I002 – 004, 007
- e. Proc 001 – 003, 005
- f. Prof 004 (TRB status to be considered and arrangements made)
- g. R001, R002

2. Who's who in the school

3. Specific school procedures and routines

4. Expectations regarding professional conduct

5. School curriculum, standards and expectations in relation to teaching, learning, assessment and reporting

6. Specific responsibilities associated with role in the school

7. Student behaviour management

8. Contact with the parents

9. Other

Name of Inductee:

Signature of Inductee:

Name of Inductor:

Signature of Inductor:

Date: