

# Dimboola Memorial Secondary College

## STAFF INDUCTION POLICY



### Child Safety Statement:

Dimboola Memorial Secondary College believes that the safety of children is of paramount importance and as such, has a zero tolerance of child abuse. Every person involved in Dimboola Memorial Secondary College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. (Reference: [Ministerial Order 1359](#))

### Rationale:

- Formal induction programs for new and returning teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.

### Aims:

- To provide new and returning teachers with the support, direction and information that will allow them to be fully effective and comfortable in their new teaching role.
- To establish productive and harmonious working relationships with colleagues.
- To provide an environment that enables Graduate teachers to complete the VIT requirements for meeting full registration within their first year of teaching.
- To maintain a Child Safe environment at Dimboola Memorial Secondary College.

### Implementation:

- The school Principal is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes an induction program with a support teacher in place.
- Experienced teacher mentors will be provided for each beginning or returning teacher.
- The induction program will comprise components consistent with the Department of Education induction materials for beginning and returning teachers located at <https://www2.education.vic.gov.au/pal-search?q=Staff+induction&page=1>
  - **Pre-Commencement Phase** - a formal written welcome to the school, orientation visit and information organised such as staff handbook, staff photograph, map of school, timetable, workspace arranged and discussions regarding role and responsibilities with a particular focus on VRQA Child Safe standards and Dimboola Memorial Secondary College policies. Organisation of mentor for new / returning staff members. Each new member or returning staff member will meet with the Principal to discuss the VRQA standards and Dimboola Memorial Secondary College's Child Safe and VIT's Code of Conduct.
  - **First Week of Employment** – formal welcome from staff, introduction to mentor, administrative tasks completed, functional requirements (timetables, class lists, network operation, photocopier details, yard duty, first aid etc.) office procedures. Principal/Team leader to check in on classes during the week. OHS induction completed.

- **First Term of Employment** – Leadership Team host a series of Graduate and New Staff lunches covering a range of relevant topics. Areas covered include: ordering procedures, camps and excursion organisation, school priorities, explanation of risk management / OHS issues and school communication procedures. Meeting schedules and an invitation to be involved in teams, groups and committees as appropriate. For beginning teachers, VIT requirements discussed with Mentor. Report writing expectations and procedures. Discussion with Principal about how teaching is progressing. All new and returning staff are to have completed the **‘Protecting children-mandatory Reporting and Other Obligations’** online learning module by the end of February, or within in the first term of their employment at Dimboola Memorial Secondary College.
- **First Semester of Employment** – Continued formal and informal discussions between new teacher and mentor. Professional development needs of new teachers clarified and developed into a plan, professional development organised. Induction program informally completed, celebrated and evaluated over another lunchtime meeting with mentors, teachers, and Principal.

**Evaluation:**

- This policy will be reviewed by the leadership team in light of feedback received at the conclusion of each induction program.

**This policy was last updated in April 2024 and will be reviewed in April 2025.**