



## STAFF INDUCTION POLICY

### **AIM**

1. To ensure new staff are fully conversant with all aspects of school procedures and programmes.
2. To ensure new staff feel supported and valued.
3. To ensure that student programmes are maintained and/or enhanced through the transition stage.
4. To foster positive staff/staff and staff/student relationships.

### **GUIDELINES**

1. The teacher will be welcomed at the first assembly after taking up their position at the school.
2. School administration documents will be updated to include the new staff member.
3. A classroom teacher will be identified to act as a support/buddy.
4. A comprehensive induction programme will be implemented over a 6 month period.
5. New staff will be included as fully as possible in the running and organisation of the school.

Signed:

  
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Board of Trustees Chairperson

Date:

3/11/2020