



### **Related Policies**

Child Protection  
Legal Responsibilities and Authority  
Induction of Early Career Teachers  
Mandatory Reporting ACT  
Mandatory Reporting NSW

### **Purpose**

This policy is designed to aid in the swift acclimatisation of new employees and staff changing roles and or employment locations.

### **Policy**

New employees are entitled to support and guidance in the establishment phase of their employment. An effective induction experience can provide a positive foundation for the employer/employee relationship. The induction process serves to clarify the expectations and aspirations of the school or office community, provide new staff members with the necessary system and procedural information and to clearly set out the rights, roles and responsibilities of the new staff member.

Induction should be structured, collegial and should include some level of consultation with the staff member to ensure their particular needs are met. Responsibility for monitoring and supporting the induction process can be shared amongst line managers and colleagues, but must be clearly established upon appointment to a position.

New employees must take responsibility for fully participating in an induction program and should communicate professionally with those conducting the induction.

A report on the progress of a new employee will be made at an agreed time to the appropriate line manager.

In order to critically evaluate induction processes, at the determined time of completion of an induction period, the new employee should be consulted regarding their impressions of the success of the program.

### **Definitions**

**Induction:** A process of orientation for new employees.

**Employees:** Staff employed by the Archdiocese of Canberra and Goulburn Catholic Education Office.

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## Induction of Staff

### Procedures

While schools will develop local induction processes, there should be provision for:

- supplying the new employee with a package including any literature such as handbooks, prospectus, maps, policies and curriculum documentation as necessary;
- providing a colleague as a 'buddy', giving a tour of the facilities and a name tag if application;
- introducing the new employee to the assembled staff at the first opportunity; and
- informing the new employee of routines, timetables, appraisal processes and duties.

### References

Nil

### Forms

Nil

<b>Approved by:</b>	CEO Heads of Division
<b>Issuing Group:</b>	Human Resources Division
<b>Implementation Date:</b>	January 2005
<b>Supersedes Policy Dated:</b>	Not Applicable
<b>Revision Date:</b>	2009
<b>CEO Contact Officer:</b>	Principal Human Resources Officer: Employment Relation and Legal Issues