

Staff Induction Policy

Date Approved by Committee of Management:	14/09/2022
Date for Review:	14/09/2025

PURPOSE

An effective induction program ensures new staff members gain an understanding of our school vision and values, policies and procedures. The induction of new staff is essential to support the school's strategic direction, collaborative structure and pedagogical practices.

SCOPE

This policy applies to all school staff members, contractors and Committee of Management.

POLICY STATEMENT

Beechworth Montessori provides all newly appointed staff members with a formal induction to introduce them to their specific job requirements and their workplace. The induction process will ensure that new employees are welcomed appropriately and provided with the essential information and assistance to settle into his/her new role and the school as quickly as possible.

The induction process will:

- Introduce the employee to the school's values and philosophy.
- Set out the school's expectations of staff in relation to behaviour, conflict management and procedures.
- Address the school's Child Safety Code of Conduct, the Child Safe Environment Policy and procedures for managing complaints and concerns related to child abuse.
- Provide the new staff member with information regarding workplace health and safety, grievance procedures, information systems use and any other aspects of the school deemed appropriate or required.
- Establish the basis of a successful workplace culture of communication and ongoing dialogue between the staff member and school leadership.
- Reinforce the school's focus on delivering best practice Montessori education to the students who attend the school.

PROCEDURE

Beechworth Montessori will provide an induction for all new employees which outlines clear expectations about their working arrangements and explanations about their job requirements and the school's systems and processes related to their position.

The Orientation Process:

- Provide an opportunity for a site visit prior to the employee commencing work to become familiar with the school and meet other employees.
- Provide the employee with a copy of the Staff Induction Handbook.
- If a site visit prior to commencement has not been possible, provide a tour of the service, including noting emergency exits etc.
- Ensure the new employee feels valued as part of the team. The induction can also provide an opportunity for the Principal and new employee to discuss specific elements related to the school, such as culture of the organisation, and clarify expectations of his/her role and responsibilities.
- Allow time for the Principal, Director or HR Officer to be available to the new employee on the first day. This will assist the new employee to feel supported and allow clarification of any residual matters.
- If possible and appropriate, provide a support person for the employee to refer queries and seek support during the probationary period.

The Probationary Period:

The probationary period is an important part of the induction process. It is the first few weeks or months of a job during which new employees are closely supported, trained and assessed to see if they're suitable for the position. The probationary period also allows the employee to assess the employer and the workplace and make an informed decision regarding continuation of employment.

The length of the probationary period and notice requirements for terminating employment during the probationary period are set out in legislation, or in applicable awards or industrial agreements. If an employee is covered by an industrial agreement or award, the employer must ensure that the probationary period is set in accordance with the terms of this agreement.

When setting a probationary period for new employees Beechworth Montessori will:

- advise the prospective employee about the probationary period prior to commencing employment
- confirm the probationary period in writing as part of the letter of employment.

Implementing the Probationary Period:

Beechworth Montessori will:

- Specify the probationary period clearly in the letter of employment to the successful applicant.
- Ensure there is a person nominated to support the employee during the probationary period, review the employee's performance prior to the completion of the probationary period and make the recommendation for the decision about confirming the person's employment.
- Meet regularly with the employee during the probationary period to assess the employee's progress and to provide feedback on his/her performance. Ensure that the employee is provided with adequate support to perform his/her role. Keep a record of these meetings, particularly if concerns regarding the employee's performance are identified and discussed. Ensure that the record is signed by both the employer and employee.
- Organise a formal probationary review meeting at least 10 working days prior to the end of the probationary period to discuss the employee's performance, ascertain his/her willingness to continue in the role, and make a decision regarding confirmation of employment. Document matters discussed at this meeting and ensure that a record of the meeting is signed by the employee and the employer representative. (Refer to Attachment: Probation Review Report.) Ensure the service's decision-making process regarding confirmation or termination of employment is followed. The person reviewing the employee's performance may or may not be the person with the authority to make the decision. If that is the case, sufficient time must be allowed for internal decision-making processes to be completed and the decision to be conveyed to the employee before the conclusion of the probationary period.

- Convey the decision in writing to the employee. The employer may choose to confirm the employee's ongoing employment, or initiate procedures to terminate the employee's employment prior to the end of the probationary period if the employee's performance is unsatisfactory (see below).
- A copy of the written communication confirming or terminating employment must form part of the employee's record/file maintained by the school.

Terminating Employment during the Probationary Period:

The decision to terminate employment during the probationary period must be made after a careful assessment of factors including the employee's ability to perform his/her role and his/her performance during the probationary period. Employers should ensure that the employee has been supported appropriately during the probationary period and received feedback on progress and, despite such support and feedback, the performance of the employee has not met the requirements of the role. The employer must ensure that the process outlined in the legislation, or the applicable award or industrial agreement as applicable, is followed in terminating an employee during the probationary period.

REFERENCES

2014 Early Learning Association Australia

ATTACHMENTS

Probation Review Report

RELATED POLICIES

- Staff Health and Wellbeing
- Professional Development
- BMS Vision and Values
- Privacy and Confidentiality
- Grievance
- Staff Recruitment

**BEECHWORTH MONTESSORI
PROBATION REVIEW REPORT**

Full name of employee: _____

Date employment commenced: _____

First Final

Report date: _____ Expiry date of probation period: _____

Key responsibilities/performance standard/conduct (refer position description)	Comments about responsibilities/ performance/conduct	Goals for next review (if a second review is to be held) (identify training needs)

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**BEECHWORTH MONTESSORI
PROBATION REVIEW REPORT**

Issues raised by employee:

Issues raised by employer:

Conducted by:

Name: _____

Position: _____

Signature: _____

Employee's signature: _____

Position: _____

Date: _____

Final Review Only:

Action/Outcome: Satisfactory completion of probationary period: Yes No

Note: Original is to be placed in the employee's personnel file. Copy provided to employee.