

INDUCTION POLICY

2020-2021



HABITAT SCHOOL
AL JURF, AJMAN

Creation Date: 04/10/2020

Last Amendment Date: 12/04/2022

Next review date: April 2023

MEMBERS OF THE COMMITTEE

- Mr. Wasim Yousuf Bhat (Dean)
- Mr. Bala Reddy Ambati (Principal)
- Mr. Hamza Kollath (Administrative Officer)
- Ms. Shaila Ahmed (Supervisor - Grade 2)
- Ms. Rosin K John (Media Coordinator for Habitat Schools)
- Ms. Thasni Shahal

SCHEDULE FOR DEVELOPMENT / MONITORING / REVIEW

The Policy was approved by the Governing body of the school on	01/04/2020
The Implementation of this policy will be monitored by the	Induction Policy Team Members
Monitoring will take place at regular intervals	Annually
Review of the policy	Annually
Last Review Date	11/04/2022
Next anticipated Review date	April 2023

Induction Policy

This policy applies to all employees and students who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees and students to become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process will

Provide information and training on the school's policies and procedures

- Acceptable use Policy (age appropriate)
- Managing unacceptable use
- Computing Policy
- Policy on use of mobile technologies
- Policy on use of social media & digital content
- Policy/protocol- use of online communication technology between staff and other members/wider community
- Password policy
- Data protection policy
- Induction Policy
- Reporting Policy
- Online Safety Policy
- Child protection/safeguarding Policy
- Anti-bullying
- Behaviour policy
- IT Policy

Provide Child Protection training and assess its effectiveness

Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising student achievement and meeting the needs of students, parents and the wider community
Contribute to the colleague's sense of job satisfaction and personal achievement
Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
Identify and address any specific training needs

The person responsible for induction should

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible.
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice.
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Child Protection and Health and Safety
- A training timetable
- A checklist of the policies and procedures to be understood
Details of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

The induction programme involves:

1. Orientation on Habitat Concept, Core Values, Organization Structure including Corporate and councils.

2. Orientation by IT department (User credentials and Laptop handover).
3. Technology Training
 - a. Portal/ERP/LMS
 - b. Google Apps
4. Familiarization of the Department
5. School Policies and Acceptable Use Policy
6. Handing over from the relevant person if required.

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by the membership team member responsible for Induction. This should include:

Safeguarding children, children protection and Keeping Children Safe in Education

Health and safety

Fire and emergency procedures First aid

Code of Conduct Staff Handbook School Brochure

Policy documents, including School Improvement/Development plan

Assessment advice, recording, reporting, resources and procedures Class and set lists

Information on whole school and year group resources, including ICT

Timetables

SEN information

Support Staff

All new staff should be given appropriate induction advice, training and resources by HR. This should include Safeguarding children, children protection and Keeping Children Safe in Education

Health and safety

Fire and emergency procedures First aid

Code of Conduct Staff Handbook

School administrative systems and procedures

Specific job related training such as finance, for recruitment

selection administration etc.

CODE OF CONDUCT FOR TEACHING STAFF

Teaching staff should:

Reach the school as per the timings given.

Dress in a Professional and socially acceptable attire.

Not administer corporal punishments to students in school.

Extend their unwavering support to students in all aspects.

Use positive reinforcements rather than negative remarks as part of correctional practices.

Be equally responsible for maintaining the discipline and decorum of the school. Get the consent from Principal in case they have to leave the school premises during working hours.

Converse in English, whether with students or colleagues.

Uphold the profession's dignity, integrity and decorum.

Communicate effectively with pupils/colleagues, parents and other members in the school community in a professional, collaborative and supportive manner.

Not pass negative comments about another teacher.

Refrain from discussing official matters of the school which are confidential in nature with anyone.

Not receive gifts/favors in any form from parents or students.

Not use mobile phones in the class rooms.

Report all issues/concerns of a serious nature with regards to students to appropriate school authorities.

Act in the best interest of the student at all times.

Uphold and imbibe the core values of the institution at all times.

Acquaint oneself with the Service Rules/Contract of Service of the School. Be ready and willing to participate in professional development opportunities provided by school.

CODE OF CONDUCT FOR NON TEACHING STAFF

Non-Teaching staff should:

Reach the school as per the timings given.

Uniforms to be worn in orderly manner/ staff who are not given uniforms should dress in a decent manner.

Extend maximum support and maintain cordial relation with entire staff. Avoid passing negative comments about another staff.

Be responsible for maintaining the discipline and decorum of the school. Get the consent from Admin Officer in case they have to leave the school premises during working hours.

Converse in English, whether with students or colleagues.

Uphold the profession's dignity, integrity and decorum.

Communicate effectively with pupils/colleagues, parents and other members in the school community.

Refrain from discussing official matters of the school which are confidential in nature with anyone.

Not receive gifts/favors in any form from parents or students.

Report all issues/concerns of a serious nature with regards to staff or students to appropriate school authorities.

Acquaint oneself with the Service Rules/Contract of Service of the School. Be ready and willing to participate in professional development opportunities provided by school.

Ignorance of rules is never an excuse for any violation of the rules.

General Induction Checklist

Staff Induction Checklist

Employee Details			
Employee Name		Commencement Date	
Employee Number		School/Department	
Position		Reporting Officer's Name	

Induction Mentor			
Name		Designation	

FIRST DAY	
Welcome	
Tour of work area/department and introduction to colleagues.	
Campus tour (Major Facilities)	
Assign employee an office space/work station. Allocate required stationery supplies.	
Getting Started	

Employee File to be maintained with copies of below documents: Passport copy with Visa Page Emirates ID Photo Attested Educational Certificates Undertaking letter from staff regarding approval of MOE Procedures	
Issue Offer Letter	
Issue HR Manual	
Explain organizational structure	

<p>Mobile Phone (if applicable)</p> <p>Handset Model</p> <p>Mobile Number</p>	
<u>IT Department</u>	
<p>Allocate Laptop..... / Desktop</p> <p>(System Number:)</p>	
<p>Share system log in username and password</p>	
<p>Allocate Landline Extn:</p>	
<p>Access to Internet</p>	

<p>Printer(if applicable) Model Number</p> <p>.....</p>	
<p>Email'Id@.....</p>	
<p>Create email signature with school logo</p>	
<p>Add email id to relevant group list</p>	
<p>Biometric System Access</p>	
<p>ID card</p>	

Explain shared and personal folders (if any)	
Access to Orison/Portal (if applicable)	
Provide Username and Password	
Training on Orison or any other software (if applicable)	
Allotted by IT Department	
Name:	
Designation:	
Sign: _	
Miscellaneous	
Order Name Badge / Business card (if applicable)	
Discuss office work wear and ordering guidelines	
School Diary	
Using the school's library facilities	

Meeting with Senior Staff	
Meeting with Reporting Officer	
Meeting with concerned department head	
Meeting with MD	

I hereby abide all the policies, procedures and rules set by the school and will act accordingly to the best of knowledge

Employee Name		Employee Signature	
Induction Mentor		Mentor's Signature	

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Rules of conduct for HABITAT SCHOOL employees are intended to promote the orderly and efficient operation, as well as protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them. These rules are not all-inclusive, and other departmental or management regulations may exist. Employees are expected to know and abide by these rules as well. Management will be consulted regarding the appropriateness of the penalty to be applied for the violation as follows:

First violation:-

For Teaching Staff

Verbal warning by Section Head

Vice Principal (Senior Section Head): Mr. Suresh Kumar

Email ID: vp@ajm.habitatschool.org

Name of Junior Section Head (Primary): Ms. Saima Khan

Email ID: jr.sh@ajm.habitatschool.org

Name of Section Head (KG): Ms Tanzeem Shabbir

Email ID: kg.sh@ajm.habitatschool.org

For non-teaching staff

Verbal warning by HSO

Name of the HSO: Mr. Hamza Kollath

Email ID: ao@ajm.habitatschool.org

Second violation:-

Memo will be issued by the Principal

Name of Principal: Mr. Bala Reddy Ambati

Email ID: principal@ajm.habitatschool.org

Third violation:-

Use of any of school resources for any illegal activity will usually be grounds for summary dismissal, and the school will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

A drive can be created to record and review the violation of the staff.

Based on the nature or severity of the misconduct/violation of the policy, disciplinary actions may be taken irrespective of the above mentioned sequence.

Contact

If you have any queries or concerns regarding this policy then please contact hr@ajm.habitatschool.org