

INDUCTION POLICY

2020-2021



HABITAT SCHOOL
AL JURF, AJMAN

Creation date: 14/5/2014

Last amendment date: 15/4/2020

Next review date: April 2022

Members of the committee

- Adil C T (CEO)
- Mr. Wasim Yousuf Bhat (Dean)
- Mr. Bala Reddy Ambati (Principal)
- Mr. Suresh Sukumar (Vice Principal)
- Mr. Hamza Kollath (Administrative Officer)
- Ms. Nancy Salman (Assistant Manager HR)
- Ms. Sadira Siyad (HR Coordinator)
- Ms. Divya Ananthu (HR Coordinator)

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
 - Escalation policy
 - Online Safety Policy
 - Child protection/safeguarding Policy
 - Anti-bullying

- 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.

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/favours 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.

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

General 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 organisational structure

Mobile Phone (if applicable)
Handset Model Mobile Number
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IT Department

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	

This policy is linked with all the other policies of the School.