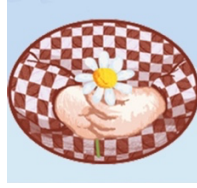


Stone Bay Montessori and Beach School



Staff Induction Policy and Procedure

At Stone Bay Montessori and Beach School, we pride ourselves on good staff relations. We work as a team and it is therefore important for new staff members to settle in and feel part of the team as soon as possible.

The following induction procedures are followed in conjunction with the Induction Check List (see next page).

- **Administration:** We endeavour to complete all relevant paper work on or before the first day of work.
- **Documents sent to new employee before start date:**
 - Offer of Employment
 - Employee Handbook
 - Staff Suitability Declaration
 - Instructions on how to obtain a DBS check
 - Job Description
- **Informing the parents:** Parents will be informed of the arrival of a new teacher by way of the My Montessori Child system.
- **Policies and Procedures:** Copies of all essential Policies and Procedures will be sent to the employee. The Policies and Procedures file will need to be studied by the new employee as soon as possible and signed by the employee.
- **Introduction to colleagues:** Different staff members work on different days and introductions will be ongoing.
- **Tour of the building:** Important information, such as the location of phone and first aid box will be covered on the first day. Location of all equipment and supplies will be covered in on-the-job training.
- **Health and Safety:** Fire safety procedures are discussed on the first day.
- **Safeguarding:** The Safeguarding Policy will be read through with new employees on the first day and they will be given a copy of the Policy.
- **Introduction to the job:** The new employee will work in each area with an experienced teacher until they feel confident with the equipment and the recording sheets. The time scale for this is flexible.
- **Informing the children:** The new employee will be introduced to the children informally throughout the first day and formally during circle time on the first day.