Daylesford Secondary College considers the safety of children as being of paramount importance. DSC has a zero tolerance of child abuse.

Rationale
This induction program is designed to ensure that all members of staff and those working in the school receive a welcoming, smooth start to their employment at Daylesford Secondary College.

AIMS:
• To provide new and returning teachers, and teachers new to the role, with the support, direction and information that will allow them to be fully effective and comfortable in their new teaching role.
• Address relevant policies, philosophies and procedures and develop the knowledge, attitudes and skills to empower them as effective members of staff, volunteers or PSTs.
• To introduce the inductees to the culture, expectations and goals of the school.
• To help the staff member, volunteer or PST to gain a sense of belonging and security.
• To reduce anxiety and build confidence.

IMPLEMENTATION:
The following people will be required to participate in an induction program
➢ Graduate teachers.
➢ Returning teachers (after 12 months absence)
➢ Teachers transferring into the school.
➢ Teachers new to a role.
➢ New Casual Relief Teachers (CRTs) and contract teachers.
➢ Exchange teachers.
➢ Pre-service teachers (PSTs).
➢ Education Support staff (ES).
➢ Volunteers.

• The college principal is responsible for ensuring all of the people identified above undertake a supportive and effective induction program.
• The principal will appoint senior personnel to conduct the induction program.
• Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors.
• Induction will commence prior to starting work at the College and should be completed by the end of their first term (except for ongoing mentoring and Victorian Institute of Teaching (VIT) requirements).
• Each induction will be planned and documented prior to commencement.
• The induction program for PSTs and Volunteers will be modified to meet the needs of these groups.
• A mentor will be provided for each new teacher, especially for VIT mentoring.
• An induction checklist will be provided for each of the inductors and mentors.
• School documents such as the Staff Handbook, Annual Implementation Plan, Code of Practice, Curriculum Programs, Budgets, Child Safe Standards information, evacuation procedures (Emergency Management Plan) and other official documentation will be provided where appropriate.

**EVALUATION**

• This policy will be reviewed as part of the school’s three-year review cycle.

<table>
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<tr>
<th>Ratified by School Council on:</th>
<th>13/12/2016</th>
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<tbody>
<tr>
<td>Signed by Principal:</td>
<td>Graeme Holmes</td>
</tr>
<tr>
<td>Signed by School Council President:</td>
<td>Tim Ferrier</td>
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<tr>
<td>Date of Review:</td>
<td>2019</td>
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