

## **NAG 3 PERSONNEL**

### **STAFF INDUCTION POLICY**

#### **Rationale**

To meet Health and Safety legislation all new staff members undergo staff induction. This enables them to become a more effective part of the school community.

#### **Purpose**

1. To provide a programme to give support to newly appointed staff.
2. To enable new staff to function appropriately within the school context.
3. To ensure that students receive a smooth continuity of therapy services and curriculum delivery while ensuring the safety of staff and students.
4. To maintain the school vision and charter objectives.

#### **Guidelines**

1. Systems will be in place to support all newly appointed staff and where necessary those staff who are moving into new settings within the school.
2. All new staff will be made aware of the School Charter obligations, school organisation documents and School Policies and the Staff Handbook.
3. A Staff Handbook will be made available to all staff.