

STAFF ORIENTATION AND TRAINING PROGRAM POLICY

RATIONALE

SBS takes staff induction and orientation seriously. The Induction programs give employees the information they need to protect themselves and others at work and to effectively carry out their job role.

AIMS

The aim is to ensure all new employees are fully aware of their roles and responsibilities and have an opportunity to undertake training and development.

To ensure that new staff receive the necessary levels of information and initial training to enable them to perform their duties effectively in an orderly and professional manner. To ensure all staff are reminded of the policies, ethos and vision of the school.

SCOPE

All new employees

POLICY STATEMENT

An annual need analysis is conducted by the Leadership Team to determine the orientation and induction requirements. The strategic plan and KHDA/UAE national priorities are taken into account.

Some policies and procedures are always included such as:

- Health and Safety
- Evacuation procedures
- Child Protection and Safeguarding
- Behavior management
- Confidentiality
- Code of Conduct
- Acceptable use of technology policy
- Key education policies
- Staff absence
- Dress code

All employees are subject to a 6 month probationary period which includes regular observations at work and scheduled review meetings.

Where relevant, a handover period and or documentation will be provided.