

Induction of New Staff

This induction process is designed to introduce new employees to Swanleigh by providing information on Swanleigh's structure, operations, culture, and policies and procedures.

Whilst Senior Staff will assume responsibility for inducting new staff, it is also the new employees responsibility to identify areas, following the induction process, that they need more information and assistance. This induction process is designed for House parents and other staff who are primarily involved in the care of Swanleigh students. However the induction process will be modified to suit the individual employee and their role at Swanleigh.

During the induction process the new employee is asked to complete the following checklist as they are inducted. This record then forms a part of the employee's personnel files and will be used during the probation period to identify issues needing further attention.

SWANLEIGH'S INDUCTION PROGRAMME: CHECKLIST		
Session conducted by: <i>Director</i>	Signed by Inductor:	Signed by Employee:
Topic	Comments/Further Action	
Welcome and Introductions		
Issue Staff Handbook and explain induction process		
Swanleigh's <ul style="list-style-type: none"> ▪ History ▪ Vision and Mission ▪ Culture ▪ Future 		
Organisational Structure, reporting lines, and support from Senior staff		
Appointment to Swanleigh <ul style="list-style-type: none"> ▪ Contract ▪ Employment conditions 		
Pre Employment Forms <ul style="list-style-type: none"> ▪ Tax ▪ Super ▪ Employee Details 		
Job Description		
House parent career/pay structure		
Probation		
Performance management process		

Role Modelling	
Standards and expectations of Swanleigh staff	
Team work expectations	
Meetings and special occasions	
Rosters	
Choice of Schools policy	
Contact with parents and schools	
Review of year ahead, and special events	
Confidentiality	
Swanleigh's fee structure	
Swanleigh's Income and Expenditure (brief overview) and income producing initiatives	
Session conducted by: <i>Deputy Director / Head of Boarding</i>	Signed by Inductor: _____ Signed by Employee: _____
Topic	Comments/Further Action
Role of a House Parent <ul style="list-style-type: none"> ▪ Social development ▪ Emotional development 	
Role of a House Parent <ul style="list-style-type: none"> ▪ educational development 	
Tutors and other educational support	
Prep / Study <ul style="list-style-type: none"> ▪ expectations ▪ program for yr 8's ▪ assessment 	
Role of House Parent <ul style="list-style-type: none"> ▪ spiritual development 	
Availability of specialist support <ul style="list-style-type: none"> ▪ Doctor / Nurse ▪ Librarian ▪ Chaplain 	

Contact with schools <ul style="list-style-type: none"> ▪ Expectations ▪ Available staff 	
Music programme	
Contact with parents	
Visitors to campus	
Special Policies <ul style="list-style-type: none"> ▪ Leave ▪ Alcohol and Drugs ▪ Smoking ▪ Mobile Phone 	
Reports <ul style="list-style-type: none"> ▪ Swanleigh ▪ School 	
Peer Support	
Leadership program <ul style="list-style-type: none"> ▪ Positions ▪ Responsibilities ▪ Expectations ▪ Training 	
Yr 12 Privileges	
Bullying	
Yr 8 'Special' care	
Homesickness	
Exam supervision	
Behaviour Management <ul style="list-style-type: none"> ▪ Philosophies ▪ Strategies 	
Meetings with House Parents <ul style="list-style-type: none"> ▪ Men's ▪ Women's ▪ Expectations ▪ Communication with partner 	
Good News stories <ul style="list-style-type: none"> ▪ Importance of celebrating and PR 	
Tour of Campus	
Session conducted by: <i>Deputy Director / Business Manager</i>	Signed by Inductor: _____ Signed by Employee: _____

Topic	Comments/Further Action
Overview of support services at Swanleigh	
House Accounts	
Accounting procedures	
Maintenance procedures <ul style="list-style-type: none"> ▪ Forms ▪ Follow up with students ▪ Student damage forms 	
Payroll <ul style="list-style-type: none"> ▪ Friday fortnightly ▪ Variation forms 	
Pocket money accounting procedure	
Phone system <ul style="list-style-type: none"> ▪ Main ▪ House, incoming and outgoing ▪ Message bank ▪ Phone cards, Homelink 	
Travel	
Chargeable costs <ul style="list-style-type: none"> ▪ Transport ▪ Phone calls 	
Cash in houses	
Staff Flats <ul style="list-style-type: none"> ▪ Tenancy agreement ▪ Bond ▪ Inspections ▪ Standards expected 	
Occupational Safety and Health <ul style="list-style-type: none"> ▪ Employer responsibility ▪ Employee responsibility ▪ meetings 	
Swanleigh vehicles <ul style="list-style-type: none"> ▪ use of ▪ log books ▪ licence requirements ▪ reporting of damage 	
Keys <ul style="list-style-type: none"> ▪ issuing of 	
Mail and pigeon holes	

Photocopier Code and Instruction re use	
Taxi charge forms	
Incoming faxes and messages from school and parents	
Two way radio system	
Session conducted by: <i>Recreation Manager</i>	Signed by Inductor: Signed by Employee:
Topic	Comments/Further Action
Daily Programme	
Activities programme <ul style="list-style-type: none"> ▪ responsibility of staff ▪ responsibility of students ▪ role of senior staff in approval 	
'Elite' sports students and 'outside' activities	
Philosophy of our activities and sports program <ul style="list-style-type: none"> ▪ participation ▪ teamwork ▪ inclusion ▪ standards of behaviour expected 	
Behaviour of coaches	
Role of Resident Assistants	
Duty Driving	
House activities and outings	
Theme nights	
Closed weekends	
Staff ID <ul style="list-style-type: none"> ▪ issuing of ▪ use of 	
Session conducted by: <i>Assistant Head of Boarding and Senior House Parent</i>	Signed by Inductor: Signed by Employee:
Topic	Comments/Further Action

Normal routine of a House Parent	
Rosters and time off	
Duty driving	
Student Profiles	
Fire Drill Procedures <ul style="list-style-type: none"> • Maps - Location • Safe Areas • Practice • Exit Lights • Use Of Fire Doors • Fire File – Roll Call • Student Count • Assembly Areas • Fire Drill & Alarm Panel Procedure Form 	
House Rosters <ul style="list-style-type: none"> • Jobs • Daily Duties/Existing Roster • Expectations Of Clean House • Inspection Times • Kitchen Duties 	
Pocket Money <ul style="list-style-type: none"> • What Day • Amounts (Limits) • Place Of Collection • Distribution Procedures • Cash in houses 	
Parent Contact <ul style="list-style-type: none"> • Parent Contact Information Sheet • Discuss; School Work, Participation, Behaviour, Special Achievements 	
Leave Forms, Mail Outgoing,/Incoming, Credit Forms, Taxi Charge Forms	

<p>Buses</p> <ul style="list-style-type: none"> • Role Of Duty Driver • Standard of student behaviour • Maintenance Book • Accident Procedure • Cleaning Of Buses • Bus Schedule • Keys <ul style="list-style-type: none"> • Log Book 	
<p>Prep</p> <ul style="list-style-type: none"> • Expectation • Times • Prep Alternatives 	
<p>Uniforms</p> <ul style="list-style-type: none"> • Correct Uniform To Be Worn To School • Jewellery 	
<p>Meal Time Rules</p> <ul style="list-style-type: none"> • Long Hair To Be Tied Back • Closed In Shoes For Orderlies • Role of House Parent in dining room 	
<p>Health Centre</p> <ul style="list-style-type: none"> • Forms • Emergency Phone Numbers • Doctor Times • Procedures 	
<p>Laundry</p> <ul style="list-style-type: none"> • Student Numbers • Washing Days • Washing Bins • In House Washing Day Roster (Girls) • Conservation Of House Washing Machines & Dryers • Washing Machine Use 	
<p>Phones</p> <ul style="list-style-type: none"> • Usage – Time Allowed • Code • Transfers • External Phone Call Record Book • Personal Calls • Swanleigh Phone List • Reception Staff Contact File 	

Internet <ul style="list-style-type: none"> • Address 	
Staff Department List	
Library <ul style="list-style-type: none"> • Passes • Usage • Opening Hours – Boys And Girls Nights 	
Tutorials <ul style="list-style-type: none"> • Music Lessons – Through Front Office • Academic – Head Of Boarding • Whereabouts • Times 	
Daily Program <ul style="list-style-type: none"> • Staff Duties • Tutorial Times • Student Activities • Meal Times • Lights Out • Wake Up Time, Supper Time, Etc 	
TV/Video <ul style="list-style-type: none"> • Rating On Movies 	
Pool <ul style="list-style-type: none"> • Rules • Times • Supervision 	
Resources <ul style="list-style-type: none"> • Where To Get Help • Paper, Paint 	
Daily Rostered Supervisory Duties <ul style="list-style-type: none"> • Pool • Weights Room • Oval • House Supervision 	
House Lock Up <ul style="list-style-type: none"> • At Meal Times • Alarms, Magnetic And Ceramic Locks • Night Security Procedures 	

<p>Key Responsibility</p> <ul style="list-style-type: none"> • Always Be Aware Where Your Keys Are! • Where To Access Keys, (Eg. Boat Shed, Hall, Fitness Centre) • Keys & Students 	
<p>Leave Policy</p> <ul style="list-style-type: none"> • Refer To Handbook • Leave Book & Application Forms • Leave File 	
<p>Drug/Alcohol Policy</p> <ul style="list-style-type: none"> • Refer To Handbook 	
<p>Disciplinary Procedures</p> <ul style="list-style-type: none"> • Gatings • Consequences • Level Of Consultation Eg: Senior House Parents, Head Of Boarding, Director • Record Keeping/Forms 	
<p>House Supplies</p> <ul style="list-style-type: none"> • Ordering Book (cleaning) • Stationary 	
<p>Maintenance</p> <ul style="list-style-type: none"> • Maintenance Request Book • Student Damage 	
<p>Student Responsibilities</p> <ul style="list-style-type: none"> • Student Leadership Roles, Especially House Captains • Expectations 	
<p>House Meetings</p> <ul style="list-style-type: none"> • Weekly • Agenda • Chairperson 	
<p>House Spirit</p> <ul style="list-style-type: none"> • House Activities • Theme Nights • In House meals 	
<p>House parent dress standards</p>	
<p>Work experience</p> <ul style="list-style-type: none"> • Liaison with school • Transport issues • dress 	

Special Occasions and Church <ul style="list-style-type: none"> • standard of dress • expected behaviour • leave during special occasions 	
Procedure and expectations of; <ul style="list-style-type: none"> • Closed Weekends • EXEATS • Beginning of year. • Beginning of term • End of term • End of year. 	
Session conducted by: <i>Chaplain/Pastoral Care Worker</i>	Signed by Inductor: Signed by Employee:
Topic	Comments/Further Action
Chaplain/Pastoral Care Worker <ul style="list-style-type: none"> • Role • Hours/days • Referral process • Spiritual development 	
Session conducted by: <i>Librarian</i>	Signed by Inductor: Signed by Employee:
Topic	Comments/Further Action
Library <ul style="list-style-type: none"> • Role of Librarian • Hours/days • Library passes • Internet access • Photocopier use • printing 	
Session conducted by: <i>Registered Nurse</i>	Signed by Inductor: Signed by Employee:
Topic	Comments/Further Action
Health Centre <ul style="list-style-type: none"> • role of staff • hours and after hours emergencies • visiting Doctor • procedures • medical form 	