

### INDUCTION CHECK LIST

**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

<b>Induction Co-ordinator</b>	<b>Initial on completion</b>	
Introduction to SLT		
Photo, Identity Badge, Numbered copy of Staff Handbook (No.       )		
Tour work area & introduction to work colleagues and work area		
<b>Location of facilities:</b> <ul style="list-style-type: none"> <li>Toilets and showers.</li> <li>Staff kitchen / room</li> <li>Main kitchen / dining hall</li> </ul>		
<b>Health and Safety:</b> <ul style="list-style-type: none"> <li>Reference to the location of the school handbook.</li> <li>Information and training in relation to the employee's responsibilities.</li> <li>Health and Safety aspects relating to individuals work environment.</li> </ul>		
<b>Fire and emergency procedures:</b> <ul style="list-style-type: none"> <li>The location of school fire notices.</li> <li>Means of raising the alarm including the position of call points.</li> <li>Fire evacuation procedure and means of escape.</li> <li>Fire assembly points.</li> <li>Times of fire alarm tests.</li> </ul>		
<b>First Aid:</b> <ul style="list-style-type: none"> <li>The location of first aid provisions</li> <li>Location of notices bearing details of qualified first aiders</li> <li>Means of obtaining first aid assistance</li> </ul>		
<b>IT Procedures:</b> <ul style="list-style-type: none"> <li>Email / User access.</li> <li>Access to on-line diary.</li> <li>Use of interactive white boards / Ipads / photos.</li> <li>Telephone system and arrangements for personal calls.</li> </ul>		
<b>Head teacher/Nominated Deputy</b>		
Introduction to duties of post /hours of working.		
Introduction to School Development Plan/ specific Action Plans as appropriate where applicable	<b>N/A</b>	
Planned meeting with Key colleagues where applicable	<b>N/A</b>	

Review and Plan specific training needs for the post where applicable for permanent staff	<b>N/A</b>	
Agree work schedule in relation to milestones /Action Plan where applicable for permanent staff	<b>N/A</b>	
Ethos, Vision and Code of Conduct.		
Policy and procedures relating to Prevent, Safeguarding Children and Child Protection		
Policy and procedures relating to Behaviour Management		
Policy and Procedures relating to Whistle Blowing Policy		
Policy and Procedures relating to Internet Usage Policy		
Policy and procedures relating to Sickness absence for permanent staff		
Policy and procedures relating to Special Leave of absence where applicable for permanent staff	<b>N/A</b>	
Policy and Procedures relating to Appraisal/Performance Management where applicable for permanent staff	<b>N/A</b>	

Signed: \_\_\_\_\_