

INDUCTION CHECK LIST

Name: _____

Start Date: _____

Line Managers	Initial on completion	
Introduction to SLT		
Photo, Identity Badge, Numbered copy of Staff Handbook (No.))		
Tour work area & introduction to work colleagues and work area		
Location of facilities: <input type="checkbox"/> Toilets and showers. <input type="checkbox"/> Staff kitchen / room <input type="checkbox"/> Main kitchen / dining hall		
Health and Safety: <input type="checkbox"/> Reference to the location of the school handbook. <input type="checkbox"/> Information and training in relation to the employee's responsibilities. <input type="checkbox"/> Health and Safety aspects relating to individuals work environment.		
Fire and emergency procedures: <input type="checkbox"/> The location of school fire notices. <input type="checkbox"/> Means of raising the alarm including the position of call points. <input type="checkbox"/> Fire evacuation procedure and means of escape. <input type="checkbox"/> Fire assembly points. <input type="checkbox"/> Times of fire alarm tests.		
First Aid: <input type="checkbox"/> The location of first aid provisions <input type="checkbox"/> Location of notices bearing details of qualified first aiders <input type="checkbox"/> Means of obtaining first aid assistance		
IT Procedures: <input type="checkbox"/> Email / User access. <input type="checkbox"/> Access to on-line diary. <input type="checkbox"/> Use of interactive white boards / Ipads / photocopier and printers <input type="checkbox"/> Telephone system and arrangements for personal calls.		
Head teacher/Nominated Deputy		
Introduction to duties of post /hours of working.		
Introduction to School Development Plan/ specific Action Plans as appropriate where applicable	N/A	
Planned meeting with Key colleagues where applicable	N/A	

Review and Plan specific training needs for the post where applicable for permanent staff	N/A	
Agree work schedule in relation to milestones /Action Plan where applicable for permanent staff	N/A	
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 and visitors		
Policy and procedures relating to Special Leave of absence where applicable for permanent staff	N/A	
Policy and Procedures relating to Appraisal/Performance Management where applicable for permanent staff	N/A	
<i>Keeping Children Safe in Education and Prevent Duty Guidance</i> documents provided and declaration signed		
Staff Suitability Declaration completed	N/A	

Signature: _____ Date: _____

Line Manager's Signature: _____ Date: _____