The Devonshire Hill Nursery & Primary School

The Devonshire Hill Nursery and Primary School
Successful Learners

Induction Checklist - to be completed in line with the Induction of New Staff Policy *(updates in red Sept 26)*

Content	Notes	Action to be taken
Welcome ☐ *Tick if completed*	★ Welcome and introductions ★ Check that all employment checks have been completed, e.g. a relevant DBS form ★ Check that they have received their contract of employment, and job description and person specification, and that there are no issues or concerns ★ Explanation of method and date of first salary payment, increments or pay awards	
School Background ☐ *Tick if completed*	★ Give some information on school history and background (refer to general information pack that should have been sent out with the application form), including: ○ History of school ○ Number of pupils ○ Number of staff ○ Vision & Ethos ○ Specialist status ○ Copy of Handbooks ○ Copy of latest school improvement plan (Key Priorities)	
Structure ☐ *Tick if completed*	★ Talk through the school's organisational structure and how their role fits into the overall picture	
Key Contacts ☐ *Tick if completed*	★ Give a list of key contacts	
Map of School ☐ *Tick if completed*	★ Give out a map of the school pointing out any key areas around the school, e.g. headteacher's office, main office, staff room, drinking facilities, toilets, dining hall, reprographics, School Business Manager's office, first aid room, meeting rooms.	

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Policies and Procedures ☐ *Tick if completed*	★ Access to copies of key policies and procedures and draw particular attention to those related to health and safety, attendance management, safeguarding children, pupil behaviour, staff code of conduct, email and internet safety ★ Explain the school's response to children who go missing from education	
Issue Documentation & Equipment ☐ *Tick if completed*	★ Documents and equipment: ○ Keys/codes for access ○ Staff photo identity badge and lanyard ○ Staff /Teacher handbook and relevant policies (intranet) ○ Leaflet for wellbeing ○ Passwords for computer/email/key systems/photocopiers ○ Educational support staff, e.g. class lists, timetable, managers, subject leaders, etc. ○ Holiday record form for all year-round employees ○ Accessing the school's catering	
Communication ☐ *Tick if completed*	★ School communications: ○ Briefings, dates and times ○ Email ○ Staff Update ○ Telephone list ○ Intranet ○ Staff trays in staffroom ○ Notice boards ○ School diary (staffroom display & remote access) ○ Calendar events ○ School website (translatable) ○ MIS system ○ CMS system & app	
Facilities Issue ☐ *Tick if completed*	★ Explain about car parking arrangements ★ Catering, i.e. cash or no cash card ★ School opening times ★ Timings of school day ★ Fire alarm testing ★ Fire evacuation point ★ First aiders	

Content	Notes	Action to be taken
Expectations of Staff ☐ ***Tick if completed***	★ Smart and tidy appearance ★ Attend staff briefings ★ Attend departmental/whole-school briefings ★ Self-aware and follow school procedures ★ Check tray daily ★ Check emails daily ★ Read staff update ★ Arrive on time - sign in & out at the office or with access card ★ Share responsibility for pupil discipline ★ Report any problems/issues/concerns to line manager ★ Mobile Phone Policy for pupils, discretion required for staff use of mobile phones ★ Be willing to take on new responsibilities within own capacity and existing workload commitments ★ Report absences as per the school's policy ★ Collective responsibilities of all staff	
Introductions ☐ ***Tick if completed***	★ Tour around the school, including staff room, drinks/lunch facilities, toilets, first aid room, lockers ★ Introduce new member of staff to their colleagues ★ Assign and introduce new member of staff to their mentor ★ Arrange for the new member of staff to be introduced to the pupils during assembly ★ Arrange for the new member of staff to be introduced at weekly staff meeting ★ Give them your contact details, e.g. mobile phone/extension ★ The identity and role of the DSL and any deputies	
Questions and Answers ☐ ***Tick if completed***	★ Review information presented to individual and check their understanding	

Induction completed by: ..... **Date:** ..... *(sign & print)*	**Induction attended by:** ..... **Date:** ..... *(sign & print)*

Managers Only		
Content	**Notes**	**Action to be taken**
Management Structure ☐ ***Tick if completed***	★ Talk through the management structure	
Introductions ☐ ***Tick if completed***	★ **1st day** - arrange for manager to be introduced to each member of senior leadership team (SLT) ★ **1st week** - arrange for the manager to have an hour's slot with each member of his/her team ★ **2nd week** – arrange for the manager to have a time slot with key personnel, e.g. School Business Manager , CPD coordinator, Office manager, data manager ★ Assign a mentor (not the person's line manager) to support the manager	
Policies and procedures *(expectations of managers)* ☐ ***Tick if completed***	★ Give manager copies of management policies and procedures and talk through their responsibilities with regards to: ○ Safeguarding and Child Protection Policy & Procedures ○ Staff Code of Conduct ○ Recruitment ○ Departmental induction ○ Team meeting ○ Managing attendance/punctuality ○ Performance appraisal ○ CPD ○ Personnel, e.g. contractual changes, pay reviews, etc. ○ Health and safety ○ Budgets ○ Exit interviews	

Management Meetings ☐ ***Tick if completed***	★ Explain when and where managers meet, e.g. ○ LT meetings are on the school calendar and meetings are held in the Headteacher's office ○ Subject leaders/champions meet with the Deputy Headteacher on rota on Mondays in the Deputy Head's office.	
Training *(management toolkit)* ☐ ***Tick if completed***	★ Attendance management ★ Conflict management, including dealing with complaints/grievances ★ Managing budgets ★ Managing health and safety ★ Managing investigations ★ Performance appraisal ★ Recruitment ★ Time management	

Induction completed by: ..... **Date:** ..... *(sign & print)*	**Induction attended by:** ..... **Date:** ..... *(sign & print)*