

Induction checklist for agency and casual workers

It is vital for agency and casual workers to be properly inducted when they start a new job or assignment with the council to ensure they:

- settle in quickly and understand the job and what is expected of them
- have all the right resources and equipment
- get to know their colleagues and who they will be working with
- understand the organisation, our ways of working, policies and governance
- are familiar with the workplace, the facilities and how to use the equipment
- understand their responsibilities in relation to health and safety, information security and working for the council

This checklist has been designed to help you plan and record an appropriate induction.

For a main source of information ask the worker to familiarise themselves with the council's intranet.

- Name
- Job title
- Line Manager
- Line manager's manager
- Start date
- Workplace

Stage 1 – Before a casual or agency worker starts work

- Arrange the start date, time location and any security/building access arrangements and confirm with the individual who is starting work
- Complete any necessary documentation to request ID/door access cards etc. The casual/agency worker can collect their ID/access badge on their first day
- Inform school reception of their start date and expected arrival time
- Organise their workspace and equipment
- Ensure your team and other relevant colleagues know who is joining and when
- Plan an induction, initial activities and work
- Check pay arrangements are in place – casual workers may need access to IBC self-service to see payslips.

Stage 2 – Day One

- Introduce immediate colleagues and team
- Introduce key contacts they will be working with and managerial or supervisory colleagues and any other staff as appropriate/required for the role
- General orientation, location of toilets, kitchen, recycling points etc and car parking arrangements if applicable
- Highlight normal entrances and exits, emergency exits and fire/bomb alert procedures
- General health and safety, first aid procedures, accident/incident reporting procedures, undertake specific workplace risk assessment as appropriate
- Sensitively check if there are any health or wellbeing issues you and your team need to be aware of e.g. type 1 diabetes or extreme allergies
- Explain use of printers, photocopiers, phones, voicemail and similar as appropriate
- Discuss procedures for keeping sensitive information safe and secure and the importance of adhering to the school's confidentiality statement
- Ensure an awareness of where sensitive information should be stored/saved and how to dispose of sensitive waste securely
- Ensure awareness of how to send sensitive information securely
- Safeguarding - discuss additional procedures relating to safeguarding.

Stage 3 - during week 1

- All casual and agency workers must carry out any mandatory eLearning required by the school. (School to insert as appropriate)
- Discuss relevant school policies and procedures and ensure they have access to and understanding of them. (School to insert as appropriate)

Signed by casual, agency worker etc.

Date

Signed by Line manager

Print name

If the agency/casual worker moves into a substantive role (either permanent or with a contract length of more than 6 months), you need to refer to the full induction checklist and probation/performance review record and pick up any activity that wasn't covered in the agency/casual induction.