**INDUCTION CHECKLIST**

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| **Name:** | **……………………………………..…** | **Date:** | **……………….…………….…** |
|  |  |  |  |
| **Department:** | **………………………………..** | **Mentor:** | **………….……..…………** |

**The first day**

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| **Workplace Familiarisation** | **Who’s Responsible** | **√** | **Comments** |
| Introduction to line manager |  |  |  |
| Introduction to specific department and work colleagues |  |  |  |
| Layout of working area and tour of school and facilities: * cloakroom and toilet facilities (inc. lockers if applicable)
* staff room
* break/lunch times,
* hazardous areas (e.g. chemical stores)
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| Issue of door security codes or keys |  |  |  |
| Organisation Charts: Team and Unit |  |  |  |
| Use of equipment / supplies (e.g. stationery) |  |  |  |
| Catering facilities (canteen, tea/coffee making facilities) |  |  |  |
| Notice boards / Newsletters (including Health and Safety notice board) |  |  |  |
| Car and bicycle parking (designated areas / parking permit) |  |  |  |
| Making and receiving personal telephone calls |  |  |  |
| Designated smoking areas |  |  |  |
| Telephone system / telephone salutation |  |  |  |
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| **Forms for Completion / Conditions of Employment Explained** | **Who’s Responsible** | **√** | **Comments** |
| Conditions of Service  |  |  |  |
| Register for Employee Self Service and update your tax information using ‘My Tax’ |  |  |  |
| Update all of your information in Employee Self Service including including work and home email addresses, disability, religion/belief, ethnicity and gender identity, employment (including continuous service date) address, and bank details |  |  |  |
| Hours of work |  |  |  |
| Absence Notification (reporting arrangements/ self certifications/ sick pay) |  |  |  |
| Flexi system / Issue of Flexi card (where applicable) |  |  |  |
| Annual leave (entitlement) / Leave card |  |  |  |
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| **Safe Working Practices** | **Who’s Responsible** | **√** | **Comments** |
| Fire and bomb procedures (fire drill and fire alarm) |  |  |  |
| Fire extinguishers (location of fire fighting equipment / use of extinguishers) |  |  |  |
| Completion of PEEP if required |  |  |  |
| Location of Fire exits & assembly points |  |  |  |
| Fire Evacuation Co-ordinator (who) |  |  |  |
| Introduction to Fire Marshall (where necessary) |  |  |  |
| Introduce to First Aider(s)/appointed person (who and where based) |  |  |  |
| Location of First aid box/room |  |  |  |
| Local procedures where health care plan required |  |  |  |
| Introduce to Accident Investigator |  |  |  |
| Accident /incident reporting procedures (must be shown relevant forms and go through each following procedure):* Accident reporting procedure for staff
* Accident reporting procedure for children
* Violent incident reporting procedure
 |  |  |  |
| Risk assessments |  |  |  |

**Within the first week**

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| **Safeguarding** | **Who’s Responsible** | **√** | **Comments** |
| Child Protection Policy |  |  |  |
| Name of and how to contact the Designated Safeguarding Lead (DSL) |  |  |  |
| Keeping Children Safe in Education (2015): Information for all school and college staff |  |  |  |
| Expectations of school/protocol |  |  |  |
| School’s Code of Conduct |  |  |  |
| Child protection training |  |  |  |
| Positive handling course |  |  |  |
| Acceptable Use of ICT Policy |  |  |  |
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| **Safe Working Practices** | **Who’s Responsible** | **√** | **Comments** |
| Health & Safety responsibilities (employee) |  |  |  |
| Risk Assessment (explain safety hazards – general/particular) |  |  |  |
| Safe lifting and handling techniques (book training if required) |  |  |  |
| Safe use of equipment |  |  |  |
| Security (premises)* Visitors procedures
* Key holders list
* Locking and opening procedures
* Access identification/codes
 |  |  |  |
| Health & Safety Policy /Health & Safety Representatives |  |  |  |
| Show all other appropriate policies and procedures |  |  |  |
| Safety Rules (no smoking / behaviour / protective clothing – where applicable) |  |  |  |
| Lone Working – safety procedures (where applicable) |  |  |  |
| All staff must complete Fire safety Induction and Moving and Handling e-learning |  |  |  |
| Fire safety e-learning for responsible managers (as required) |  |  |  |
|  |
| **Forms for completion/ Conditions of Employment explained** | **Who’s Responsible** | **√** | **Comments** |
| Contract of Employment (hours/breaks/notice/written statement) |  |  |  |
| Pension Guide / Scheme / other benefits |  |  |  |
| Pay and payslips (method/frequency/date/point of contact) |  |  |  |
| Issue of identification card |  |  |  |
| Childcare Disqualification Declaration for staff in Early/Later Years settings – requirement to let HT know if their situation changes whilst working at the school |  |  |  |
| Future Dates to be diarised for action (e.g. IPP/performance management meeting) |  |  |  |

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| **The Job** | **Who’s Responsible** | **√** | **Comments** |
| Role profile / Job description |  |  |  |
| Code of Conduct / Disciplinary rules |  |  |  |
| Communication (records / team meetings / e-mails/ etc.) |  |  |  |
| Confidentiality / Data Protection (including access to files) |  |  |  |
| Reporting and recording information |  |  |  |
| Computer system / Code of Practice/ main applications (inc. SAP and intranet) |  |  |  |
| Mobile phones policy / billing for personal calls (if applicable) |  |  |  |
| Basic skills training (e.g. lifting and handling, ECDL) |  |  |  |
| Training facilities (including Policy and day release assistance with course fees and books) |  |  |  |
| Flexible Working |  |  |  |

**Within first month**

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| **Safe Working Practices** | **Who’s Responsible** | **√** | **Comments** |
| DSE users to complete the DSE e-learning |  |  |  |
| DSE users to workstation assessment form CSAF-001 |  |  |  |
| Refer to training needs analysis |  |  |  |
| Consider the role and tasks of new staff member and adjust risk assessments as required. |  |  |  |

**Within first month to 6 months**

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| **Policies and Procedures / Employee Handbook** | **Who’s Responsible** | **√** | **Comments** |
| Performance Management Process  |  |  |  |
| Disciplinary Policy and Procedure |  |  |  |
| Grievance Policy and Procedure |  |  |  |
| Absence Management Policy and Procedure |  |  |  |
| Whistleblowing (Protected Disclosures Procedure)  |  |  |  |
| School’s Recruitment Policy |  |  |  |
| First Aid Policy |  |  |  |
| Equality Policy Statements |  |  |  |
| Health, Safety & Welfare (role / representatives) |  |  |  |
| Occupational Health Service & Employee Support Line |  |  |  |
| Trade Union Membership / Recognition |  |  |  |
| Local policies and procedures |  |  |  |

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| **Comments by Employee** |  |  |  |
| **Comments by Line Manager** |  |  |  |

Signature of Employee: ……………………………………….. Date: ……………………

Signature of Line Manager: …………………………………... Date: ……………………

**The employee and the line manager should both keep a copy of the signed checklist**

**(electronic or paper), and the original should be forwarded to be kept on the employee’s**

**personal file.**