

## FULL INDUCTION CHECKLIST

EMPLOYEE INFORMATION			
Name:		Starting date:	
Position:		Line Manager:	
INDUCTION MEETING - PROCEDURES			
<input type="checkbox"/> Review key procedures  <input type="checkbox"/> Share Staff Handbook and copy received	<ul style="list-style-type: none"> <li>1<sup>st</sup> name basis, no grouping/group names, no reward charts/stickers</li> <li>Holiday and sick leave holidays not in term time, see Connect Leave and Absence Guidelines</li> <li>Timekeeping and absence monitoring. Absence is monitored, see Connect Sickness Reporting Procedure</li> <li>Performance reviews and/or probationary period</li> <li>Dress code- smart casual, appropriate clothing</li> <li>Online diary- ensure trips/visitors etc go on this</li> <li>Smoking- No smoking anywhere in building or outside school gate.</li> </ul>		
		<ul style="list-style-type: none"> <li>Security - Close gate behind you, don't let people in behind you</li> <li>Confidentiality and data protection SCHOLARPACK, information regarding children</li> <li>Fire marshals</li> <li>Fire procedures/bomb threat evacuation/Lockdown On the back door, close windows/doors on back of door if evacuating, head count, use both sides of the stairwell. The LA would advise whether to evacuate off site or to stay in school with windows and closed doors if there was a bomb threat.</li> <li>Visitors inform us of any visitors, DBSs</li> <li>School lunches</li> <li>If any medical conditions need to know about, inform Headteacher in order to complete risk assessment</li> <li>Staff training: teacher &amp; LSA training. Group..... (if applicable)</li> </ul>	
INDUCTION MEETING - ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures	<ul style="list-style-type: none"> <li>Office/desk/workstation</li> <li>Mail (incoming and outgoing) through school office</li> <li>Ordering resources. Budget expenditure form – do not buy anything without completing an order form and getting this authorised, as you may not get your money back. Do not hold money in class. All money to go to the school office</li> <li>Telephones: If you call a parent please inform the main office. There should be no personal calls</li> <li>Fobs – keep on separate lanyard</li> <li>Door labels- ensure updated (labels on Shared)</li> </ul>		
		<ul style="list-style-type: none"> <li>ID badges to be worn at all times, challenge those that you see without one. See Human Resources for one.</li> <li>Personal mobile phones/cameras not to use mobiles in class, not to have photographs of children on phone/camera, each class has an iPad</li> <li>Will receive all letters that are sent out to children via parent mail and will be included in group email. Inform Office manager if not</li> </ul>	
INDUCTION MEETING- HARDWARE, SOFTWARE AND GDPR			
<input type="checkbox"/> Hardware, software and GDPR  <input type="checkbox"/> Access Shared area (as appropriate)	<ul style="list-style-type: none"> <li>Online services</li> <li>Email (e-mail work use only)</li> <li>Fax, phone and voice</li> <li>Memory sticks, portable hard devices and laptops</li> <li>Papers containing personal data</li> </ul>	<ul style="list-style-type: none"> <li>Using school computers (data on Shared drives, website work use only <i>Use only in line with Acceptable use agreement (Code of Conduct)</i>)</li> <li>Employee Declaration of Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to the school</li> <li>Passwords</li> <li>Using personally own devices for school work (don't mention children/school on social network sites)</li> </ul>
INDUCTION MEETING - SAFEGUARDING AND CHILD PROTECTION PROCEDURES			
<input type="checkbox"/> Safeguarding Information booklet received  <input type="checkbox"/> Information regarding Prevent shared/online training completed  <input type="checkbox"/> KCSIE Understanding Quiz completed  <input type="checkbox"/> Cause For Concern form received		<input type="checkbox"/> Date of previous child protection training: .....  <input type="checkbox"/> Date given of next child protection/ prevent training or details of child protection online training given: .....	
INDUCTION MEETING- APPOINTMENT INFORMATION			
<input type="checkbox"/> Review initial job tasks and training  <input type="checkbox"/> Date set for probationary initial mtg or PM mtg .....		<input type="checkbox"/> Clarification of job role and hours, Human Resources queries to HR  <input type="checkbox"/> Review T&L procedures (arrange meeting with AL if appropriate)	
INDUCTION MEETING - ROTAS/TIMETABLES			
<input type="checkbox"/> Received Termly Year Planners		<input type="checkbox"/> Received Playground, Class Assembly, PE, PPA timetables	

To be handed during the induction meeting

To be completed and receive during the induction meeting

Not applicable in all cases

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<b>INDUCTION MEETING - MISCELLANEOUS FORMS</b>			
<input type="checkbox"/> Reflection form <input type="checkbox"/> Restorative Incident form <input type="checkbox"/> Serious incident form		<input type="checkbox"/> Physical intervention record <input type="checkbox"/> Witness statement <input type="checkbox"/> Incident of unacceptable behaviour <input type="checkbox"/> Communication form (most communication recorded in class file)	
<b>INDUCTION MEETING – CONNECT EDUCATION TRUST, DECLARATION FORM: CODE OF CONDUCT</b>			
<input type="checkbox"/> Received policies from Connect  <input type="checkbox"/> Completed Declaration Form completed	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Behaviour Policy</li> <li>• Educational Visits Policy</li> <li>• Keeping Children Safe in Education 2021 (Part 1-all staff, Part 2/3-all management)</li> <li>• Online Safety and What Do We Do If?</li> </ul>	<ul style="list-style-type: none"> <li>• Online Safety Guidance</li> <li>• Privacy Notice for staff- How we use Employee Information</li> <li>• Safeguarding and Child Protection Policy and Procedures</li> <li>• Sickness Absence Reporting Procedure</li> <li>• Whistleblowing Policy</li> </ul>	
<b>INDUCTION MEETING- USER NAMES AND PASSWORDS</b>			
<input type="checkbox"/> Email log in received <input type="checkbox"/> ScholarPack login received <input type="checkbox"/> Has iTrent ( <i>payslips</i> ) been activated? <input type="checkbox"/> Has My Pension Online been activated? ( <i>Teachers</i> ) <input type="checkbox"/> Perk Box log in received	<input type="checkbox"/> Marvellous Me log-in received <input type="checkbox"/> Parentmail log in received <input type="checkbox"/> Active Directory (for school network and hardware) received	<input type="checkbox"/> Track Me log-ins received (if applicable) <input type="checkbox"/> Look@Me log-ins received (if applicable) <input type="checkbox"/> USO (LGFL) log in (Youtube shared files home access) received <input type="checkbox"/> School based log-ins received	
<b>INDUCTION MEETING – EQUIPMENT RECEIVED</b>			
<input type="checkbox"/> Electronic device received (laptop/ipad/ipod) (if applicable) <input type="checkbox"/> Fob received (only use for lockdown) <input type="checkbox"/> Whistle received		<input type="checkbox"/> Key received (if applicable) <input type="checkbox"/> Photocopier card received <input type="checkbox"/> ID badge and lanyard received <input type="checkbox"/> Employee Declaration of Equipment completed	
<input type="checkbox"/> Uniform or protective clothing received (if applicable)		<input type="checkbox"/> Employee Declaration of uniform completed	
<b>EMPLOYEE WELLBEING</b>			
Review of staff wellbeing package including: <ul style="list-style-type: none"> <li>• Perkbox</li> <li>• Attendance Reward Scheme</li> <li>• Employee Support Hub</li> <li>• Wellbeing days</li> <li>• Cycle Scheme</li> <li>• Other school specific offers</li> </ul>			
<b>INTRODUCTIONS AND TOURS</b>			
<input type="checkbox"/> Tour of building	<ul style="list-style-type: none"> <li>• Online diary</li> <li>• Printers</li> <li>• Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Copiers</li> <li>• Kitchen</li> <li>• Toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Staff room</li> <li>• Emergency exits</li> <li>• School Office</li> </ul>
<b>HEALTH AND SAFETY INDUCTION</b>			
<input type="checkbox"/> Date to receive induction.....		<input type="checkbox"/> Health and Safety induction form completed	

To be handed during the induction meeting

To be completed and receive during the induction meeting

Not applicable in all cases

### FULL INDUCTION CHECKLIST

#### CLASS INFORMATION (IF APPLICABLE)

- |   |   |
|---|---|
| <input type="checkbox"/> Date to speak to class teacher regarding class .....<br><input type="checkbox"/> Class File received (include purpose of class file) | <input type="checkbox"/> Class Assessment File received |
|---|---|

#### DECLARATION

Signed by employee \_\_\_\_\_ Date \_\_\_\_\_ \*Copy received by employee

Signed by management \_\_\_\_\_ Date \_\_\_\_\_ \*Copy to HR