**Example Induction Checklist**

| **Content** | **Signed and dated Employee / Student / Volunteer** | **Signed and dated Line Manager** |
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| Safeguarding and Child Protection Training  Introduction / Over view Course  Existing Injury Forms and process  Cause for Concern Forms and process  Safeguarding Poster |  |  |
| Review of job description and expectations in relation to the role |  |  |
| Supervision agreement signed and dated |  |  |
| Introduction to setting and how it operates including the staffing structure |  |  |
| Health & Safety of building including:   * Site management (where to record Issues/actions) * Risk assessments * Emergency evacuation (introduction to fire marshal and if necessary a personal emergency evacuation plan to be completed) |  |  |
| First Aid   * Training in Paediatric * Location of boxes * Accident forms and procedures for staff / visitors * Accident forms and procedures for children |  |  |
| Early years foundation stage |  |  |
| Key Person |  |  |
| Observation, Planning and Assessment |  |  |
| Professional Development Review and training plan |  |  |
| Completion of Probationary period (if applicable) |  |  |
| Review of Policies and Procedures (see list below) |  |  |
| Relevant forms completed   * Personal Data Form * Banking details for PAYE * DBS * Disclosure Form * Medication disclosure |  |  |
| Early Help |  |  |
| Uniform and dress code (Personal Protective Equipment where necessary i.e. bodily fluids, food) |  |  |
| Work tools or station, locker and facilities if applicable |  |  |
| Photograph for ID / Staff board |  |  |
| Introduction to the team they will be working with and the room they are stationed in |  |  |
| Discuss Staff meeting requirements and share dates |  |  |
| Procedure for sickness and ensure telephone numbers are shared |  |  |
| Protocol for answering the telephone if applicable |  |  |
| How to book and get annual leave approved |  |  |
| Pension information |  |  |
| Where and who to go to for any support when necessary |  |  |
| Where and who to go to when there is an issue that needs to be brought to management attention |  |  |
| Identify any individual needs e.g. religious or cultural beliefs and where possible make arrangements to support these needs |  |  |
| Any necessary risk assessments and/or reasonable adjustments to be completed (i.e. if disabled or pregnant) |  |  |

**Review of policies and procedures checklist**

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| **Policies and Procedures** | **Signed and dated Employee / Student / Volunteer** | **Signed and dated Line Manager** |
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