

## Induction checklist for new staff

When?	Task	Completed
<b>Prior to the employee's first day</b>	Identify who will be responsible for induction, including assigning mentors and/or 'buddies'	<input type="checkbox"/>
	Set up employee's Email and Log in account	<input type="checkbox"/>
	Ensure first week of induction is scheduled and planned, and relevant members of staff are notified, e.g. notify your designated safeguarding lead (DSL) about carrying out safeguarding training	<input type="checkbox"/>
<b>First day</b>	Introduce colleagues and pupils / place of contact people	<input type="checkbox"/>
	Take employee on a tour of the school	<input type="checkbox"/>
	Outline health and safety procedures: fire drill procedures and meeting points, invacuation, the process for signing in and out of school, recording children's injuries, safeguarding procedures	<input type="checkbox"/>
	Remind employee of: <ul style="list-style-type: none"> <li>• The school timetable, including timings of staff meetings, assemblies and registration</li> <li>• Expectations around staff conduct, e.g. use of mobiles, social media and dress code</li> <li>• Expectations in the classroom (roles and responsibilities, displays, working with the children)</li> <li>• Conditions of employment, and absence and disciplinary procedures</li> </ul>	<input type="checkbox"/>
	Help employee to become familiarised with ICT account and reprographics, e.g. photocopier	<input type="checkbox"/>
	Explain the school's behaviour and rewards system	<input type="checkbox"/>
<b>First week</b>	Ensure employee meets DSL and has safeguarding training / they are shown the recording forms	<input type="checkbox"/>

	Show employee where the resources are (including Ipads / Laptops and how they obtain the keys for these, curriculum resource cupboards, PE cupboard)	<input type="checkbox"/>
	For employees who will be planning, show them the planning formats and expectations	<input type="checkbox"/>
	Explain the school assemblies, dinnertime procedures	<input type="checkbox"/>
	Ensure employee meets with mentor at the end of the first week to: <ul style="list-style-type: none"> <li>• Review progress</li> <li>• Identify training and development needs</li> </ul>	<input type="checkbox"/>
	Arrange additional training for the employee based on the review of the first week	
<b>First month to 6 months</b>	Arrange follow-up session between employee and DSL	<input type="checkbox"/>
	Ensure regular 1-2-1 meetings are held between employee and: Line manager	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Evaluate the success of the employee's induction programme, and use findings to inform future practice</li> </ul>	<input type="checkbox"/>