**INITIAL INDUCTION CHECKLIST**

**Name……………………….........................…………………. Date…………...............……**

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| **TOUR OF SITE** |
|   | **Conducted by** | **Date** | **Signature** | **Comments** |
| Layout of school |  SBM |  |   |   |
| Introduction to staff |  SBM |  |   |   |
| Entrances/Exits |  SBM |  |   |   |
| Car park |  SBM |  |   |   |
| Resource and stock areas |  SBM |  |   |   |
| Staff room  | SBM |  |  |  |
| Toilets  | SBM |  |  |  |
| Refreshment arrangements  | SBM  |  |  |  |
| Lunch arrangements  | SBM |  |  |  |

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| **EVERYDAY ROUTINES & EXPECTATIONS** |
|   | **Conducted by** | **Date** | **Signature** | **Comments** |
| Checking in and out |  SBM |  |   |   |
| Planning documentation |  DHT |  |   |   |
| Class lists |  DHT |  |   |   |
| Timetables |  DHT |  |   |   |
| Playground expectations |  DHT |  |   |   |
| Hours of working & absence procedure |  SBM |  |   |   |
| Standards of work |  DHT/SBM |  |   |   |
| Displays |  DHT |  |   |   |

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| **SCHOOL POLICIES & PROCEDURES** |
|   | **Conducted by** | **Date** | **Signature** | **Comments** |
| Behaviour Policy |  DSL |  |   |   |
| Curriculum/Teaching & Learning Policy |  DHT |  |   |   |
| Educational Visits |  EVC |  |   |   |
| Online-Safety & Acceptable Use Policy |  DSL |  |   |   |
| Filtering and Monitoring  | DSL |  |  |  |
| Feedback & Presentation Policy |  DHT |  |   |   |
| Inclusion Policy |  DSL |  |   |   |
| Professional Code of Conduct Policy | DHT/SBM |  |   |   |
| Staff Handbook |  DHT/SBM |  |   |   |
| Supporting Pupils with Medical Needs |  DSL |  |   |   |
| GDPR | SBM |  |   |   |
| Accident/Near misses | SBM |  |   |   |
| EYFS Intimate Care Policy | Phase leader |  |   |   |
| Fire drills/ Evacuation  | SBM |  |   |   |
| First Aid procedures | SBM |  |   |   |
| Health & safety Policy | SBM |  |   |   |
| Prevent Extremism & Radicalisation | DSL |  |   |   |
| Risk Assessments | SBM |  |   |   |
| Child Protection & Safeguarding Policy | DSL |  |  |  |
| Safeguarding Training  | DSL |  |  |  |
| Health and Safety Training | SBM |  |  |  |
| CPOMS | DSL |  |  |  |
| Wellbeing  | SBM |  |  |  |
| Wellbeing Buddy allocated  | DHT/SBM |  |  |  |
| User names/passwords: Email/ SharePointSchools Portal Curriculum resourcesSchool SpiderSeesawStaff WhatsappCPOMS  | SBMSBMDHTSBMSBMSBMDSL |  |  |  |

**RECRUITMENT CHECKLIST**

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| --- | --- | --- |
| Name:  | Position: | Pay I.D |
| **Paperwork** | **Completed** | **Notes** |
| Interview notes |   |   |
| Application form  |   |   |
| Reference 1 (inc email) |   |   |
| Reference 2 (inc email) |   |   |
| **SAFER RECRUITMENT** |   |   |
| DBS I.D verified |   |   |
| DBS certificate received  |   |   |
| I.D. confirmed |   |   |
| List 99 checked |   |   |
| Qualifications checked |   |   |
| Right to work in UK checked & declaration added |   | The date on which this right to work check was made is ……..........….. Documents must be signed |
| Teacher prohibition checked  |   |   |
| Overseas Check? |  |  |
| Safeguarding policies read |  |  |
| GDPR Privacy Notice |   |   |
| **OFFICE** |  |  |
| Confirmation of NI  |   |   |
| Entered on SCR – Staff Safe |  |  |
| Medical clearance |   |   |
| NOA to HR |   |   |
| Entered on Sims  |   |   |
| PC log in created |   |   |
| Induction completed |   |   |
| Staff handbook issued |   |   |
| Name badge issued |   |   |
| Key fob issued |   |   |
| Add to Sign in/out |   |   |
| Add to Website |   |   |
|  |  |  |  |  |

**LEAVERS CHECKLIST**

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| Name:  | Position:Pay I.D: | Date of Leaving: |
| **Paperwork** | **Details/dates** | **Notes** |
| End employment completed |   |   |
| Laptop returned |   |   |
| Key fob returned |   |   |
| Name badge returned |   |   |
| Keys returned |   |   |
| Sims personnel updated |   |   |
| Remove from SCR |   |   |
| Remove from Website |   |   |
|   |   |   |
|   |   |   |
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| Notes |