**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/ SharePoint  Schools Portal  Curriculum resources  School Spider  Seesaw  Staff Whatsapp  CPOMS | | SBM  SBM  DHT  SBM  SBM  SBM  DSL |  |  |  |

**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 |