

ASHBY WILLESLEY PRIMARY SCHOOL - STAFF INDUCTION CHECKLIST

Name.....Post.....

Line Manager.....Start Date.....

| | | | Date |
|--|-----------------|--|------|
| 1.0 General Induction (most covered in Staff Induction Pack) | 1.1 | Tour of School | |
| | 1.2 | Toilet facilities | |
| | 1.3 | General Fire/Emergency procedures | |
| | 1.4 | Food/drink facilities/break times | |
| | 1.5 | Conduct and dress code | |
| | 1.6 | Non-smoking site | |
| | 1.7 | Car parking | |
| | 1.8 | Security of personal belongings | |
| | 1.9 | Communication/messages (text/email) | |
| | 1.10 | The School Day (times) | |
| | 1.11 | Term dates | |
| | 1.12 | Management structure | |
| | 1.13 | Staff roles | |
| | 1.14 | Absence procedure | |
| | 1.15 | Prospectus | |
| | 1.16 | Security | |
| | 1.17 | Pensions | |
| | 1.18 | Health and Safety | |
| 2.0 Role Specific Information | 2.1 | Written job description | |
| | 2.2 | Staff structure, your team | |
| | 2.3 | Department information (attached if appropriate) | |
| 3.0 Staff Development and Training | 3.1 | Performance Management Procedure | |
| | 3.2 | Training and development | |
| 4.0 Policies and Information | 4.1 | Staff Induction Pack | |
| | 4.2 | Keeping Children Safe in Education Part 1 | |
| | 4.3 | Safeguarding Policy | |
| | 4.4 | Behaviour Policy | |
| | 4.5 | ICT Acceptable Use – Staff | |
| | 4.6 | Marking and Presentation | |
| | 4.7 | Social Media Policy | |
| | 4.8 | Whistleblowing | |
| | 4.9 | Staff Code of Conduct | |
| 5.0 | Confidentiality | | |
| 5.0 General Information | | | |

Date Signature of Inductee

| | | | |
|-----------------------|--|---|--|
| Premises Staff | | Equipment storage | |
| | | Cleaning procedures | |
| | | Site activities (day, evening, holiday) | |
| | | Visitors and contractors on site | |