



New Staff Induction Checklist

Name:

Date:

General	
Familiarisation tour of School	
Introduction to staff/line manager	
Personal expectations, good role model	
Dress Code	
Mobile phone protocol	
No smoking site	
Likely duties & responsibilities	
Timetables & daily routines (inc. start/end times)	
Issues linked to specific child including training, handover period etc. (if applicable)	
Training e.g. photocopier	
Car parking	
Illness procedures	
Health & Safety Matters	
Fire drill – awareness of procedures & routes	
First aid arrangements – for children; for adults	
Risk management e.g. lifting, ladders	
Security - building	
Security - children	
Security – Self & personal property	
Drug Procedures	
Child Protection Policies & Procedures:	
Named person	
Disclosure procedure	
Working practice: not 1-1, familiarity etc.	
Discipline: Golden Rules etc.	
Confidentiality (including social networking sites)	
Staff Handbook issued and read:	
Signed: Inductor	
Signed: Inductee	