



Juniper



Staff Induction Checklist

for schools, academies, and trusts

Staff Induction Checklist

This checklist provides a framework for the planning, delivery and evaluation of the staff induction process at
 <school Name>.

This checklist should be completed by the immediate Line Manager.

New Staff Member
Start Date
Line Manager

FIRST DAY

Action required	Manager's notes
Welcome and introduction to colleagues.	
Key diary dates , ensure key meetings and events are booked, including regular one to ones, and staff meetings.	
Familiarise new staff with their environment , consider any facilities they may find useful.	
Security: <input type="checkbox"/> provide any necessary ID pass cards, car parking cards etc. <input type="checkbox"/> computer passwords <input type="checkbox"/> building security information including, evening and weekends.	

Health and Safety:

- ☐ Location of fire exits and 'Safe Havens' for staff with restricted mobility
- ☐ Fire and other emergency evacuation procedures
- ☐ Personal safety guidelines
- ☐ Accident and incident reporting
- ☐ On site first aiders
- ☐ Risk assessments – VDU, manual handling etc.

Work times, breaks, session times, lunch etc.

Please sign to confirm that all required actions have been completed.

.....
(Manager's signature)

First two weeks

Action required	Manager's notes
Ensure that probation procedure is discussed and understood, i.e. conduct and expected levels of performance, including confidentiality rules and ensure understanding of child protection procedures	
Identify initial training needs , e.g. ICT needs, child protection training etc. Discuss Performance Management processes and plan implementation.	
Introduce them to the procedural information they may need. e.g. leave (if appropriate) & sickness absence reporting. Introduce HR policies. Direct staff to where they can access Data Protection policies, procedures and guidance.	
Introduce them to key school policies (code of conduct, child protection, behaviour management etc).	
Introduce them to facilities and equipment they may need to use e.g. photocopier, fax, etc.	

Further introductions to key staff outside the immediate area.

Please sign to confirm that all required actions have been completed.

.....
(Manager's signature)

I confirm that I have been made aware of and have read the following policies/procedures.
(NB Employer to amend list as required)

- ☐ Child protection (including Part 1 of Keeping Children Safe in Education and the role and identity of the Designated Safeguarding Lead and any deputies)
- ☐ Behaviour management
- ☐ Equality and diversity policy
- ☐ Code of conduct (including confidentiality)
- ☐ Disciplinary
- ☐ Grievance
- ☐ Health and safety
- ☐ Data protection policy