



TOWNFIELD PRIMARY SCHOOL

New Employee/Induction Checklist

Name of new employee:	Name of Inductor:	Date:
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I, the above named, confirm I have read and understand the following documents.

Signed:

Staff and volunteers need to read following information/guidance prior to starting. These can be found by following this link [About Us - Current Vacancies - Staff & Volunteer Safeguarding Induction](#)

	Staff and volunteers must read and adhere to the following:-	Date read
1	TPS Safeguarding Induction Book (make sure you know the names and roles of the Headteachers and the Designated Safeguard Leads)	
2	TPS Child Protection Policy (also named Safeguarding Policy) (note particularly the school's safeguarding response to children who go missing from education)	
3	DfE Guidance: "What to do if you are worried a child is being abused"	
4A	DfE Guidance: Keeping Children Safe in Education - Part 1 and annexe AS	
5	TPS Staff Code of Conduct Policy	
6	TPS Safer Recruitment Policy & Safer Working Practices Code of Conduct	
7	TPS Whistleblowing Policy	
8	TPS Management of Allegations against Staff or Volunteers	
9	TPS Promoting Good Behaviour Policy	

Staff and volunteers should know where to find the following information/guidance:

2	Additional safeguarding guidance including: child sexual exploitation, criminal exploitation, sexual violence and harassment, female genital mutilation, forced marriage, missing children, faith abuse, fabricated or induced illnesses, gangs, serious violence and extremism and radicalisation – (<i>within school child protection policy</i>)
10	School's policies for students including: (school policies)
11	Anti-bullying ,
12	Race, Equality and Diversity Policy , Relationship & Sex Education Policy
13	Policies for supporting children including: Intimate care
14	Supporting children with medical conditions
15	Children with health needs who cannot attend school
16	First Aid Policy
17	Health care plans for students – See SENDCO about children you will be working with
17	Fire & Emergency Evacuation Policy
18	Lockdown, Critical Incident & Evacuation Policy



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To be discussed during induction meeting on first day:		
Induction item	Description	To be completed by inductor
Security signing in & out	Discuss security measures and signing in/out procedures and register for all pupils, staff and visitors DBS to be completed	
Absence	Details about who should be contacted - please ensure you contact the Headteacher, Moira Loftus on 07790 820 284 by 7.30 am or the earliest opportunity after this time. Email should only be used when you are unable to call mloftus@remat.org.uk . Please also ring the school office on 0151 652 8498.	
Staff handbook	Copy of Staff Handbook issued, discuss where specific information can be obtained.	
Safeguarding	Check on SG documents received Review procedures and names of Deputy Safeguarding leads. Train CPOMS Safeguarding training within first week	
Code of Conduct	Staff encourage positive behaviour by modelling our school traits: respect, responsibility and resilience. Poor behaviour is managed through de-escalation strategies. Handling a child is only permitted in the case of an emergency e.g. if a child is in danger of harming themselves or others.	
Phones, smoking and cameras	No smoking on school premises, mobile phones can only be used in the staff room and no photographs are to be taken at any time of children with personal devices	
Emergency evacuation procedures	Informed new employee of emergency procedures, responsibilities and where designated assembly points are.	
FIRST AID and Accident reporting	Informed new employee of first aid provisions, responsibilities, who first aiders are and where they can be found.	
H & S and risk assessments	School Health and Safety policy to be directed and brief overview about risk assessments, hot drinks, equipment etc. machinery and equipment only to be used if in good condition, no heavy lifting and duty to keep themselves safe. Also explain fault reporting. No standing on chairs or overreaching, please use Elephants foot or ask SMO for stepladders.	
Welfare	Location of staff room, toilets, washing facilities etc.	
Incident reporting	Procedures for reporting accidents and incidents (including violent incidents) have been explained. Brief introduction to CPoms and reporting incidents.	
Other procedures	Discuss any other procedures pertinent to the new employee's position and advise them that TPS places a duty on employees to take care of themselves and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements.	
Personal medical requirements	Any details of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment have been disclosed. Any pre-existing medical conditions need to be identified and a member of the SLT to be made aware for medical supervision in case needed	



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Other induction procedures	To be completed by inductor
Health and Safety Induction and walk around school (including fire safety)	
Advise team/colleagues of the start date of the new starter	
Provide with entry pass and explain procedures for use	
Ensure photographs have been taken for identity badges and staff boards	
Line Manager/Classroom Teacher for Support Staff	
Discuss daily timetable including lunchtime cover	
Make arrangements for email address to be added to school list (and stress importance of checking on at least a daily basis)	
Make new starter aware of absence procedures and who to contact	
To make arrangements for starter to give bank details to office	
To make arrangements for car insurance details to be shared with office	
Supervision	
To make arrangements for supervision on at least a half termly basis (initially on a weekly informal basis)	
Training Requirements	
Discuss and identify any training requirements and make applications	

I confirm as a new employee/volunteer that I have read all the identified policies and I have received a full induction.

Print Name _____

Signature _____

Date _____

STATUTORY TRAINING

Safeguarding Date _____