

Appendix 7: Induction Checklist

Induction checklist				
Item	Person Responsible	Actions/comments	Staff member initials and date when completed	Manager/ Chair initials and date when completed
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Explanation of the Safeguarding Lead Practitioner (SLP) and the deputy role				
Line management clarified				
Any staff badge/identification required				
Signing in/out arrangements discussed				
Tour of building to include key information such as fire exits and assembly points				
Discussion of expectations of staff e.g. staff code of conduct to include standards of behaviour, confidentiality, mobile phones, social networking and dress code				
Read the setting's safeguarding and whistle-blowing policy,				

and Local Authority Designated Officer (LADO) procedure; copies given to the new staff member and their signature obtained. Give new staff the opportunity to ask any questions for clarification				
Provide copies of other policies, prioritising those linked to safeguarding together with policy sheet to be signed and dated once policy has been read and understood				
Safe working practices including Confidentiality discussed				
Key person responsibilities				
Record keeping				
Ethos and vision of setting discussed				
Curriculum				
Observation, assessment and planning processes discussed				
Risk assessment processes/health and safety				
Fire drill procedure				

Food hygiene policy and procedures				
Administering medicines policy and procedures				
Emotional regulation policy discussed				
Location and completion of accident and incident books				
Location of first aid box and name of first aider				
Complaints procedure				
Emergency evacuation procedure				
Safeguarding training requirements				
Other training requirements and needs				
Appraisal and supervision process and dates				
Sign up to receive NCC newsletters				
Meeting date arranged for new staff members to discuss/recap safeguarding policy and procedures to assess understanding				