

Appendix 1 – Induction Checklist
INDUCTION CHECKLIST

(school's may wish to adapt to their own school requirements)

Employee's details:

Employee's Name:

Job title:

Pre-employment checks:
(the following tasks must be completed before the employment is confirmed)

Task	Checked by name and signature:	Date completed:
Offer letter and documentation sent to new starter		
Applicants identity confirmed		
Personal and pecuniary interests form received.		
Completed new starter form		
Completed disqualification form		
Medical clearance		
DBS clearance received		
Proof of eligibility to work in UK received.		
References received and checked		
Information Governance		
Qualifications Checked		
Email setup and active		
Security pass		

First Day
(the following tasks must be completed on the employee's first day)

Task:	Checked by name and signature:	Date completed:
Employee greeted and introduced to team		
Tour of the School building(s) (to include toilets, emergency exits, staff room etc.)		
Health and Safety procedures explained (cover, evacuation, security first aid and accident reporting)		
Induction Plan and probation procedures explained.		
Overview of school structure and when employee fits in.		

First Week
(the following tasks must be completed on the employee's first week)

Task:	Checked by name and signature:	Date completed:
Mentor/Buddy arranged		
Code of conduct read and sign (time should be given for employee to read and sign to confirm they have read it).		

ICT acceptable use policy read and signed (time should be given for employee to read and sign to confirm they have read it).		
HR policies and procedures explained to employee (explain to the new employee that they must read, understand and adhere to school policies).		
Set up mandatory training (e.g. Safeguarding, Child protection etc.).		
First Month (the following tasks must be completed on the employee's first month)		
Task:	Checked by name and signature:	Date completed:
Objectives set and work performance standards set.		
Regular 1-2-1's held		
1 month probation review completed		
Third Month (the following tasks must be completed on the employee's third month)		
Task:	Checked by name and signature:	Date completed:
Regular 1-2-1's held		
3 rd month probation review completed		
Fifth Month (the following tasks must be completed on the employee's fifth month)		
Task:	Checked by name and signature:	Date completed:
5 th month probation review completed		
Sixth Month (the following tasks must be completed on the employee's sixth month)		
Task:	Checked by name and signature:	Date completed:
Probation approved		
Letter confirming appointment		
Induction list completed		

Note: The Manager and Employee should sign once all sections are marked as complete.

Employee's signature:	Manager's signature:
Date:	Date: