



Whole-school induction checklist

Content	Notes	Tick if completed	Action to be taken
Pre-Employment	Complete the Pre-employment health check and medical health declaration		
	Evidence that employment checks and DBS have been completed		
	Complete DSE user Identification questionnaire		
	Complete the Personnel form R.I.F 1 if relevant		
	School to risk assess and arrange any medical screening/health surveillance if required (as identified in R.I.F. 1)		
	School to order any personal protective equipment if required eg. hard hat		
	Photograph for ID badge		

Signed by employee _____ Dated _____

Signed by employer _____ Dated _____

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Welcome	<ul style="list-style-type: none"> Welcome and introductions 		
	<ul style="list-style-type: none"> Check that he/she has received their contract of employment /job description/person specification and that there are no issues/concerns 		
	<ul style="list-style-type: none"> Explanation of method and date of first salary payment/increments/pay awards <p>Last working day of the month, in arrears 12 equal payments</p>		
School background	<ul style="list-style-type: none"> Give some information on school history and background (refer to general information pack that should have been sent out with the application form): <ul style="list-style-type: none"> Age/history of school Number of pupils Number of staff Aims and objectives - 		
Structure	<ul style="list-style-type: none"> Talk through the school's organisational structure and how their role fits into the overall picture 		
	<ul style="list-style-type: none"> Staffing structure 		
	<ul style="list-style-type: none"> Map of the school 		
Policies and procedures	<ul style="list-style-type: none"> Give the individual a copy of key policies and procedures and draw particular attention to those related to health and safety, attendance management, safeguarding children, pupil behaviour, staff code of conduct, email and internet safety Explain the school's response to children who go missing from education 		
Issue documentation/ equipment	<ul style="list-style-type: none"> Documents and equipment: <ul style="list-style-type: none"> Keys Staff identity badge Staff handbook and relevant policies (intranet) Leaflet for wellbeing Passwords for computer/email/SIMS/key systems/photocopiers Teacher planner (teachers only) Educational support staff, e.g. class lists, timetable, managers, form tutors, subject leaders, etc. 		

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	<ul style="list-style-type: none"> - Holiday record form for all year-round employees - Catering details 		
Communication	<ul style="list-style-type: none"> • School communications: <ul style="list-style-type: none"> - Briefings, dates and times - Email - Bulletin - Telephone list - Staff trays in staffroom - Notice boards - Calendar events - Intranet 		
Expectations of staff	<ul style="list-style-type: none"> • Smart and tidy appearance • Attend staff briefings • Attend departmental/whole-school briefings • Make self-aware and follow school procedures • Check tray daily • Check emails daily (where possible) • Read weekly bulletin • Arrive on time • Share responsibility for pupil discipline • Report any problems/issues/concerns to line manager • Mobile Phone Policy for pupils, discretion required for staff use of mobile phones • Be willing to take on new responsibilities within own capacity and existing workload commitments • Report absences as per the school's policy • Collective responsibilities of all staff 		
Facilities issue	<ul style="list-style-type: none"> • Explain about car parking arrangements • Catering, cash loader/SCO account • School opening times • Timings of school day • Fire alarm testing • Fire evacuation point • First aiders 		

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Introductions	<ul style="list-style-type: none"> • Tour around the school, including staff room, drinks/lunch facilities, toilets, first aid room, lockers • Introduce new member of staff to his/her colleagues • Assign and introduce new member of staff to his/her mentor • Arrange for the new member of staff to be introduced to the pupils during assembly • Arrange for the new member of staff to be introduced at weekly briefing • Give them your contact details, e.g. mobile phone/extension • The identity and role of the DSL and any deputies 		
Questions and answers	<ul style="list-style-type: none"> • Review information presented to individual and check their understanding 		
Induction completed by	<p>.....</p> <p>.....Signed</p>		
Date	<p>.....</p>		

Managers only

Management structure	<ul style="list-style-type: none"> • Talk through the management structure 		
Introductions	<ul style="list-style-type: none"> • 1st day - arrange for manager to be introduced to each member of senior leadership team (SLT) • 1st week - arrange for the manager to have an hour's slot with each member of his/her team • 2nd week – arrange for the manager to have a time slot with key personnel, e.g. finance officer, CPD coordinator, HR manager, exams officer, data manager • Assign a mentor (not the person's line manager) to support the manager 		
Policies and procedures (expectations of managers)	<ul style="list-style-type: none"> • Give manager copies of management policies and procedures and talk through their responsibilities with regards to: <ul style="list-style-type: none"> – Child Protection and Safeguarding – The Code of Conduct – Recruitment – Departmental inductions – Team meetings – Managing attendance/punctuality – Performance appraisal – CPD – Personnel, e.g. contractual changes, pay reviews, etc. – Health and safety – Budgets – Exit interviews 		
Management meetings	<ul style="list-style-type: none"> • Explain when and where managers meet, e.g. <ul style="list-style-type: none"> – SLT meet at 9am in the Headteacher's office every Monday morning – 3.15pm every Monday in Headteacher's office – Head of departments meet at XX:XX in the school office 		
Training (management toolkit)	<ul style="list-style-type: none"> • Attendance management • Conflict management, including dealing with complaints/grievances • Managing budgets • Managing health and safety • Managing investigations • Performance appraisal 		

	<ul style="list-style-type: none"> • Recruitment • Time management 		
<p>Induction completed by</p> <p>Date</p>	<p>.....</p> <p>.....Signed</p> <p>.....</p>		