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**Induction Checklist**

**September 2023**

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| **Name of school:** | James Peacock Infant and Nursery School  |
| **Employee name:** |  |
| **Post:** |  |
| **Date of appointment:** |  |
| **Name of line manager responsible for induction:** |  |
| **Name of Head Teacher:** | Hannah Cutts  |

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|  | **Date** |
| **1.0 General Induction** | 1.1 | Tour of school |  |
| 1.2 | Toilet facilities |  |
| 1.3 | General fire/evacuationprocedures/security |  |
| 1.4 | Food/drink facilities/break times |  |
| 1.5 | Conduct and dress code |  |
| 1.6 | Non-smoking site |  |
| 1.7 | Car parking |  |
| 1.8 | Security of personal belongings |  |
| 1.9 | Communication/messages (text/email)and use of mobile devices |  |
| 1.10 | The school day (times) and workingtimes |  |
| 1.11 | Term dates |  |
| 1.12 | Management structure |  |
| 1.13 | Staff roles |  |
| 1.14 | Absence procedure |  |
| 1.15 | Health and Safety (including Riskassessments, whole school and individual) |  |
| 1.16 | Pay/Pension |  |
| 1.17 | IT equipment/ID badge |  |
| **2.0 Role Specific Information** | 2.1 | Written job description and person specification |  |

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|  | 2.2 | Staffing structure, work team |  |
| 2.3 | Department specific information (ifapplicable) |  |
| **3.0 Staff Development and Training** | 3.1 | Performance Management Procedure |  |
| 3.2 | Appraisal and Capability Procedure |  |
| 3.3 | Training and Development |  |
| **4.0 Policies and Procedures** | 4.1 | Staff Induction Policy |  |
| 4.2 | Behaviour Policy |  |
| 4.3 | ICT Acceptable Use - Staff |  |
| 4.4 | Social Media Policy |  |
| 4.5 | Whistleblowing |  |
| 4.6 | Staff Code of Conduct |  |
| 4.7 | Confidentiality |  |
| 4.8 | GDPR and Information Management |  |
| 4.9 | Grievance Procedure |  |
| 4.10 | Disciplinary Procedure – parts 1 and 2 |  |
| 4.11 | Complaints Procedure |  |
| 4.12 | Harassment Procedure |  |
| 4.12 | Stress Management Policy |  |
| 4.13 | Redundancy and Restructure Policies |  |
| **5.0 General Information and any follow up actions****Date signed off: Employee ………………………** **Date signed off: Manager …………………..** |