STAFF INDUCTION CHECKLIST

Employee Name:

Line Manager:

Job Title:

Date Employment Commenced:

Areas to be explained by Manager/Deputy	Initials/date	Review 1 Date & Initials	Review 2 Date & Initials	Review 3 Date & Initials
Employment details: Salary/hours/contract/DBS including disqualifications of persons that they live with				
Show around setting; all rooms, toilets, lockers etc.				
Signing in and out procedure				
Door codes – external/internal				
Shifts/working hours, lunch breaks etc.				
Show where documents are kept e.g. registration forms, booking forms, accident/incident forms etc. (if applicable).				
Show cash collecting procedures/petty cash/secure storage etc. (if applicable).				
Health and Safety routines, including daily risk assessments, First Aid box, dress code, hot drinks etc.				
Fire and evacuation procedure including fire fighting equipment and assembly points.				
Introduction to other staff in the setting and on the Farm.				
Dates of staff meetings, in-service days, shifts etc. issued				

Staff sickness procedure issued				
A/L and TOIL				
Advise where staff contact numbers are kept.				
Accident and incident reporting				
Use of office equipment – phones, computer etc.				
Policies/documents read through with Manager.	**Initials/date**	**Review 1** **Date & Initials**	**Review 2** **Date & Initials**	**Review 3** **Date & Initials**
Child Protection & Safeguarding				
Equal, Diversity & Inclusion				
Behaviour Management				
Special Educational Needs				
Confidentiality				
Working in Partnership with Parents				
Staff Sickness				
Staff Supervision				
Areas to be explained by Room Leader	**Initials/date**	**Review 1** **Date & Initials**	**Review 2** **Date & Initials**	**Review 3** **Date & Initials**
Introduce to all staff in all the rooms if not done already.				
Show room notice boards and general information with regards to the operation of the room.				
Show where cleaning materials are and				

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	Initials/date	Review 1 Date & Initials	Review 2 Date & Initials	Review 3 Date & Initials
what is expected before, during and after sessions.				
Where equipment/play materials are kept.				
Daily Planning for activities				
Planning systems/recording				
Which children will be his/her key children				
Fire and evacuation procedure.				
Shift patterns and duties carried out in the particular shifts.				
Introduction to children and parents/carers.				
Individual children's needs e.g. dietary, additional needs.				
Where registers are kept.				
Copies of Policies and Procedures read	**Initials/date**	**Review 1** Date & Initials	**Review 2** Date & Initials	**Review 3** Date & Initials
Key policies/procedures to read (staff member to sign when they have read them): • Allocations Policy • Arrival, Departure and Child Collection Procedure • Babysitting Policy • Behaviour Management • Complaints Procedure • Disciplinary Policy & Procedure • Equality, Diversity & Inclusion Policy • Fee Paying Policy				

• Fire Safety Procedure				
• Food & Nutrition Policy				
• General First Aid Procedure				
• Grievance Procedure				
• Health & Safety Policy				
• Missing Child Policy & Procedure				
• Nappy Changing & Toilet Readiness Procedure				
• Partnership with Parents/Carers Policy				
• Photography, Video, Mobile Phone & E-Safety Policy				
• Play Policy				
• Recruitment Policy				
• Right to Search Procedure				
• Sick Child Policy including Administration of Medication				
• Sleep Policy				
• Student & Volunteer Policy				
• Sun Cream Policy				
• Transition Policy				
• Trips & Outings procedure				

Signed (Employee)_____ Date_____

Signed (Room Leader)_____ Date_____

Signed (Manager)_____ Date_____

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