BRIGHTWALTON INDUCTION CHECKLIST

The employee and the head teacher should sign the checklist within the first 4 weeks of employment.

Employee Name		**School**	BRIGHTWALTON CE PRIMARY
Start Date		**Role**	

PRIOR TO STARTING	**Responsibility**	**Done?**
Complete all checks required, including DBS & enter into the SCR	SBM	
Create a school email address	SBM	
Add to SIMS	SBM	
Identify and discuss any special equipment or adjustments to the working environment that may be required	Head teacher	
Book time in diary to meet the new starter on the first day	Head teacher	
Add to the IN/OUT board	Office	
Assign a mentor/induction lead	Head teacher	
Send out the school handbook	SBM	

FIRST DAY

Identify Designated Safeguarding Lead	Office	
Provide overview of the induction	Induction lead	
Introduce key contacts & team members	Induction lead	
Explain roles, review job description	Induction lead	
Explain 1:1 supervision and appraisal process, book first 1:1 session	Induction lead	
Explain Probationary period and book in 1, 3 and 5 month reviews	Induction lead	
Tour of building	Induction lead	
Identify fire exits, extinguishers, alarm call points and fire assembly points	Induction lead	

FIRST MONTH

CPOMS training (if required)	Head teacher	
Make arrangements for any training required	Head teacher + SBM	
Explain how to use the photocopier & telephones	Office	
Explain who controls the budget, how to request purchases & who can authorise expenditure	SBM	

Employee's Declaration

I confirm that I understand the topics detailed in the checklist above and will ask if I have any further questions.	
Signed	
Date	

Line Manager's declaration

I confirm that I have covered the topics above with the named employee	
Signed	
Date	

Once completed retain a copy on the employee's personnel file