

# Everton Nursery School and Family Centre



## NEW EMPLOYEE/WORK PLACEMENT INDUCTION CHECKLIST

|                           |  |
|---------------------------|--|
| Name of the new employee: |  |
| Name of the inductor:     |  |
| Date:                     |  |

| Induction Item  | Description   | TICK or indicate N/A |
|---|---|----------------------|
| CHILD PROTECTION/<br>SAFEGUARDING POLICY, HEALTH<br>AND SAFETY POLICY                 | Go through policies.<br>Go through child protection red file.   |                      |
| SECURITY/SIGNING IN AND OUT   | Discuss security measures and signing in/out procedure and register for all children, staff and visitors.   |                      |
| STAFF HANDBOOK INCLUDING<br>HOLIDAY ENTITLEMENT, SICKNESS<br>AND TIME OWING PROCEDURE | Issue copy of staff handbook on memory pen and discuss where further specific information can be obtained, eg Intranet.   |                      |
| EMERGENCY EVACUATION<br>PROCEDURES  | Discuss emergency procedures, responsibilities and designated assembly points.  |                      |
| FIRST AID   | Discuss first aid provisions, responsibilities and where first aiders can be found.   |                      |
| WELFARE   | Location of staff room, toilets, washing facilities etc.  |                      |
| INCIDENT REPORTING  | Procedures for reporting in accidents and incidents (including violent incident reporting)  |                      |
| ACCEPTABLE USAGE POLICY   | Explain importance of understanding contents of document./social networking.  |                      |
| OTHER PROCUDRES INCLUDING<br>DRESS CODE.  | Discuss any other procedures pertinent to the new employees' position. Other procedures discussed: See staff induction sheet in policy file.                            |                      |
| PERSONAL MEDICAL<br>REQUIREMENTS  | Details provided of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment. |                      |

*I confirm that I have had Health, Safety and Welfare Induction, have uploaded my memory pen and accept my responsibilities with regards to all items discussed above.*

**NAME(PRINT):** \_\_\_\_\_ **SIGN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_