

## STAFF INDUCTION PLAN

**Staff Name:**

**Start Date:**

Induction Tasks	Timescale to be completed	Partially met	Date of review	Fully met	Date complete
Reference requests sent / returned	Prior to start				
CRB checks sent off / returned	Prior to start				
ISA Registration when required by the Vetting & Barring scheme					
EY forms completed & sent (if required)	Prior to start				
Health checks done (if required)	Prior to start				
Safeguarding induction training – in house					
Fire Evacuation Procedure (incl. taking part in a fire drill)					
Confidentiality & Code of Conduct (social networking sites)					
First aid / medication (inc allergies & intolerances)					
Health and safety including:					
• Hygiene Standards					
• Risk Assessments					
• Manual Handling					
• Safer Food Better Business					
Staff record sheet (HR – personal details)					
Staff contract, to be issued					
Photocopies of all training certificates					
Job Description to be read and signed					
Introduction to staff team					
Badge / polo t-shirt issued					
Appraisal systems explained					
Training plan set up					
Expectations of staff member, to include:					
• Dress code					
• Standard of behaviour / work					

• Time keeping					
• Continuous professional development					
Mentor assigned: (name)					
Policies and procedures issued, read, understood and declaration signed					
Copy of EYFS obtained					
Operational Plan					
Room induction, to include:					
• Routines incl. arrivals and departures					
• Storage of equipment					
• Key person responsibility incl. record keeping					
Links with parents/carers					

All of the above should ideally be completed within 3 months of start date and by the end of your probationary period.

Where tasks remain incomplete at end of the second month, a performance management meeting will be arranged.

Expectations will be made clear and targets reset to be completed by the end of the third month. The probationary period may be extended if all tasks are not completed by the end of the third month.

Completed induction signed off by: .....

Position: .....

Date: .....