

A sample induction checklist/induction pack

A sample induction checklist induction pack:

Welcome and introductions	Date	Sign
<ul style="list-style-type: none"> • Inform all staff of arrival of new employee and their role • Allocate Team Leader/Line Manager • Ensure appropriate equipment is provided • Set induction and performance review dates • Distribute induction programme to relevant parties • Welcome new employee and introduce to other staff • Give new employee important diary dates/school calendar • Provide organisation chart 		
Facilities		
<ul style="list-style-type: none"> • Car parking • Eating/kitchen facilities • Fax • Fire extinguishers • Fire exits • First aid/accident book • Lights, heating etc • Access to building • Postal arrangements • Notice boards • Phone systems • Photocopier • Security • Stationery • Toilets 		
School vision/aims/values		
<ul style="list-style-type: none"> • School improvement plan • Vision, goals and targets • School priorities • Planned targets for this year • Goals and targets that impact on new employee • Plans for future development 		
Role/job information		
<ul style="list-style-type: none"> • Job title • Areas of responsibility and accountability • Contribution the role will bring to the learning process • Who the role is responsible to • People who will assist individual in key areas • Key goals for individual • Contract of employment 		

School policies		
<ul style="list-style-type: none"> • Teaching and learning • Health and safety • Behaviour management • School visits • Equal opportunities • Unions/employee representatives • Assessment 		
Internal systems and procedures		
<ul style="list-style-type: none"> • House styles • Filing • Telephones - answering and transferring • Leave/holidays • Personnel policies and files 		
Communications		
<ul style="list-style-type: none"> • Employee list • Booking equipment/rooms • Diary • Message handling • Ideas/continuous improvement • Meetings schedule • Communication with parents/governors/public • Email 		
Finance		
<ul style="list-style-type: none"> • Petty cash • Expenses • Budgets • Financial responsibilities • Purchasing arrangements 		
Training and development		
<ul style="list-style-type: none"> • Staff development policies • Individual performance review/appraisal • Individual training and development plan • School training and development plan 		
Courtesies		
<ul style="list-style-type: none"> • Protocol • Etiquette • Socialising • Culture, values, behaviours 		
<p>Start date: Completion date:</p> <p>Signed: Position:</p> <p>Signed: Position:</p>		

Review of induction programme

- Are there any gaps?
- Suggestions for improvement to the induction programme
- Areas to feed into first performance review

School materials for inclusion in an induction pack

- Vision/mission statement (and/or aims and values of the school).
- The school's policies:
 - Equal opportunities
 - Curriculum
 - Teaching and learning
 - Discipline and behaviour
 - Inclusion
 - Safeguarding of children
- Organisation chart.
- The school's staff profile.
- Forms and guidance on:
 - Performance management
 - Staff development
 - Sickness
 - Holiday
 - Special leave entitlement
 - Pay queries
 - Absence
- The school calendar.
- Opening times of library, refectory, learning resources centre, workshops etc.
- School prospectus/brochure.
- Health and safety, security, fire and evacuation procedures and advice:
 - Accident report form
 - An accident case study (using a real incident, if possible)
 - Location and hours of the school nurse and/or first aid provision *these may be contained in the staff handbook*