

Oakmeadow C.E Primary & Nursery School



STAFF INDUCTION PACK

Staff Induction Checklist

Name -----

Title of Post -----

Class/Department -----

Starting Date -----

Signature of new starter -----

Information required	Tick to confirm action taken	Completed by	Comments
Personnel documentation: <ul style="list-style-type: none">• DBS form• Occupational Health form• P45• Contract of employment• Job description			
Health & Safety: <ul style="list-style-type: none">• Emergency exits• Fire alarm• Evacuation procedures• First aid facilities• Accident reporting• Medication• No smoking policy• School visits• Welfare facilities			
Organisation: <ul style="list-style-type: none">• Site map• Tour of school• Telephone/computer system• Security• Staff meetings• Staffing structure			

<ul style="list-style-type: none"> • Tea/water money • Staff room • Photocopying 			
Terms and conditions: <ul style="list-style-type: none"> • Absence/sickness procedures • Hours of work/lunch • Holiday leave • Performance management system • Discipline procedures • Internet and email policy 			
Financial: <ul style="list-style-type: none"> • Payment date and method • Expenses and expense claims • Budgets/ordering 			
Training: <ul style="list-style-type: none"> • Training opportunities and in-house courses • DBS and Personal development plan 			
Culture and values: <ul style="list-style-type: none"> • Mission statement • School ethos 			

Please complete, sign and return this form to the School Business Manager as soon as possible.

Staff Induction Review (After 2 weeks)

To be completed by the new member of staff during discussion with his/her mentor after two weeks service.

Name -----

Title of Post -----

Class/Department -----

Starting Date -----

After two weeks in post please discuss with your mentor the list below and record any action to be taken and by whom on the form. It is important that we address any concerns immediately, so please ensure that any that cannot be addressed by you or your mentor are referred to an appropriate person.

1. Have you:

Attended the school induction programme?	Yes/No
Received a staff handbook and an induction checklist?	Yes/No
<i>If no, what action needs to be taken?</i>	

2. Have you been introduced to:

The schools aim and development plans?	Yes/No
The organisation and management structure?	Yes/No
Your support staff colleagues?	Yes/No
Your teaching staff colleagues?	Yes/No
<i>If no, what action needs to be taken?</i>	

3. Have you received details of:

Your contract and conditions of employment?	Yes/No
Timetable for working?	Yes/No
Your duties?	Yes/No
School procedures?	Yes/No
Health and Safety?	Yes/No
Equal opportunities policy and bullying code of practice?	Yes/No
<i>If no, what action needs to be taken?</i>	

4. Have you experienced any problems with:

Working conditions – desk storage space etc?	Yes/No
The job and the duties?	Yes/No
Receiving information?	Yes/No
Other?	Yes/No
<i>If no, what action needs to be taken?</i>	

5. Do you know about:

Emergency procedures, including fire drill?	Yes/No
How to deal with a child who has had an accident?	Yes/No
First aid and accident reporting?	Yes/No
Absence and sickness?	Yes/No
Security arrangements?	Yes/No
The school learning resources?	Yes/No
Staff development/CPD?	Yes/No
ICT?	Yes/No
<i>If no, what action needs to be taken?</i>	

Action Plan after TWO weeks service

To be completed by the new member of staff. Please note any action to be taken and time period for completion.

Action to be taken	By whom	When

Date of Review

Signature of new starter

Signature of Line Manager

The next review will be after about ten weeks.

Staff induction Review (after 10 weeks)

To be completed by the new member of staff during discussion with his/her mentor after approximately ten weeks service.

Name

Title of Post

Class/Department

Starting Date

Please consider each item listed below and assess progress under each heading. Record any explanatory comments in the space below each item. Please ensure that any concerns that cannot be addressed by you are referred to an appropriate person.

1. Have actions agreed at the first review been completed?	Yes/No
2. What actions agreed at the first review are still to be completed?	
3. Did you receive induction papers and take part in the induction programme?	Yes/No
If so, looking back, was it useful? If no, why not?	Yes/No
4. Do you understand what the school is trying to achieve and your contribution to it? If no, what areas of concern have you identified?	Yes/No
5. Are there any practical problems remaining? (e.g. desk, storage space, etc) The job and duties? Receiving information? If yes, what are they?	Yes/No Yes/No Yes/No
6. Do you feel that you have a working understanding of the	Yes/No

ethos of the school and the various operation cycles? (e.g. reports, parents evenings etc) If no, what problem areas have been identified?	
7. Have you understood the need to use appropriate systems/procedures and how they operate? (e.g. health and safety, absence, reporting to parents)	Yes/No
8. Are there any concerns with carrying out your work? (e.g. in the classroom, office etc) If yes, what are they?	Yes/No
9. Do you think you have settled into your new working environment and your new role as well as can be expected? If no, what problems are apparent?	Yes/No
10. Are there any other issues?	Yes/No

Any further actions necessary after 10 weeks service

To be completed by the new member of staff. Please note any action to be taken and time period for completion.

Action to be taken	By whom	When

Date of Review

Signature of new starter

Signature of Line Manager

The next review will be after about six month's service.

Staff Induction Review (After six months)

To be completed by the new member of staff during discussion with his/her mentor after approximately 6 months service.

Name -----

Title of Post -----

Class/Department -----

Starting Date -----

Please consider each item listed below and assess progress under each heading. Record any explanatory comments in the space below each item. Please ensure that any concerns that cannot be addressed by you are referred to an appropriate person.

<ul style="list-style-type: none">• Have actions agreed at the previous review been completed?	Yes/No
<ul style="list-style-type: none">• Are there any issues/actions still outstanding?• Give details	Yes/No
<ul style="list-style-type: none">• Did you receive induction papers and take part in the induction programme?• If so, looking back, was it useful?• If no, why not?	Yes/No Yes/No
<ul style="list-style-type: none">• Do you understand what the school is trying to achieve and your contribution to it?• If no, what areas of concern have you identified?	Yes/No
<ul style="list-style-type: none">• Are there any practical problems remaining? (e.g. desk, storage space, etc)• The job and duties?• Receiving information?• If yes, what are they?	Yes/No Yes/No Yes/No
<ul style="list-style-type: none">• Do you feel that you have a working understanding of the ethos of the school and the various operation cycles? (e.g. reports, parents evenings etc)	Yes/No

<ul style="list-style-type: none"> If no, what problem areas have been identified? 	
<ul style="list-style-type: none"> Have you understood the need to use appropriate systems/procedures and how they operate? (e.g. health and safety issues e.g. trip hazards. First aid reporting system. Reporting to parents/send child home with letter from bump on head.) 	Yes/No
<ul style="list-style-type: none"> Are there any concerns with carrying out your work? (e.g. in the classroom, office etc) If yes, what are they? 	Yes/No
<ul style="list-style-type: none"> Do you think you have settled into your new working environment and your new role as well as can be expected? If no, what problems are apparent? 	Yes/No
<ul style="list-style-type: none"> Are there any other issues? 	Yes/No

Action Plan after six months service

To be completed by the new member of staff. Please note any action to be taken and time period for completion.

Action to be taken	By whom	When

Date of Review

Signature of new starter

Signature of Line Manager

The next review will be in line with Performance Management procedures.