

Staff Induction Plan

Staff name.....

Induction task	Timescale to be completed	Signed off by	Date
Reference requests sent / returned	Prior to start		
CRB checks sent off / returned	Prior to start		
EY2 forms completed & sent (if required)	Prior to start		
Health checks done (if required)	Prior to start		
Safeguarding induction training – in house	Within 1 st week		
Fire evacuation procedure Inc taking part in fire drill	Within 1 st week		
Confidentiality	Within 1 st week		
First aid / medication (inc allergies & intolerances)	Within 1 st week		
Health and safety including;	Within 1 st week		
• Hygiene standards	Within 1 st week		
• Risk assessments	Within 1 st week		
• Manual Handling	Within 1 st week		
Staff record sheet	Within 1 st week		
Staff contract, to include details of:			
• Probation period			
• Hours			
• Rates of pay and arrangements for pay			
• Sick leave arrangements			
• Time off / Holiday entitlement			
• Other entitlements			
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 and declaration signed			
Copy of EYFS obtained			
Operational plan			
Key person responsibility inc record keeping			
Room induction, to include:			
• Routines inc arrivals and departures			
• Storage of equipment			
• Key person responsibility			
Links with parents/carers			

All of the above should be completed within 1 month of start date.

Signed off by

.....position.....Date.....