

Induction Passport Checklist

Pre-employment	HR	References received and checked	<input type="checkbox"/>
		Qualifications checked	<input type="checkbox"/>
		Offer letter and documentation sent to new starter	<input type="checkbox"/>
		Applicant's identity confirmed	<input type="checkbox"/>
		Personal and pecuniary interests for completed	<input type="checkbox"/>
		New Starter form completed	<input type="checkbox"/>
		Medical clearance received from Occupational Health	<input type="checkbox"/>
		Enhanced DBS and Barred List clearance received	<input type="checkbox"/>
		Eligibility to work in the UK verified	<input type="checkbox"/>
		Individual added to Single Central Record	<input type="checkbox"/>

Pre-employment	Organisation	Work space checked i.e. desk, chair, equipment and materials	<input type="checkbox"/>
		Security pass arranged	<input type="checkbox"/>
		Phone and IT access arranged	<input type="checkbox"/>
		Other departments notified	<input type="checkbox"/>
		Basic induction programme and work plan devised	<input type="checkbox"/>
		<ul style="list-style-type: none"> • Work plan 	<input type="checkbox"/>
		<ul style="list-style-type: none"> • Health and Safety 	<input type="checkbox"/>
		<ul style="list-style-type: none"> • HR policies – probation, disciplinary, grievance 	<input type="checkbox"/>
		<ul style="list-style-type: none"> • Internal policies – safeguarding, standards, dress code, staff conduct 	<input type="checkbox"/>
		<ul style="list-style-type: none"> • Statutory policies – safeguarding, health and safety 	<input type="checkbox"/>
		BlueSky basic training completed and appropriate standards review completed	<input type="checkbox"/>
Experienced mentor appointed	<input type="checkbox"/>		
Skills Audit completed	<input type="checkbox"/>		

Day One	Familiarisation	I have met with the Headteacher and senior leadership team	<input type="checkbox"/>
		I have met with my line manager/mentor and am clear about their role in the induction process	<input type="checkbox"/>
		I have been introduced to my team and am clear about how my role fits into the team	<input type="checkbox"/>
		I have been given a tour of the school	<input type="checkbox"/>
		I know where to find the toilets in the building	<input type="checkbox"/>
		I know where to find emergency exits in the building	<input type="checkbox"/>
		I know where the Fire Drill Assembly Point is	<input type="checkbox"/>
		I know where to find places to eat and drink in the building	<input type="checkbox"/>
		I know where to find the IT support office	<input type="checkbox"/>
		I know where to find the resources dept/reprographics	<input type="checkbox"/>
		I am aware of the location of my nearest first aider	<input type="checkbox"/>
		I attended the staff briefing	<input type="checkbox"/>
		I am aware of the activities I must undertake to complete my induction passport	<input type="checkbox"/>

CHECKLIST



Day One	Actions for HR	I have received and signed my job description	
		I have completed and submitted my job holder risk assessment form	
		I have read and agree to comply with the Data Protection Policy of the school	
		I have read and agree to comply with the staff dress code	
		I have read and agree to comply with the school's code of conduct	
		I have provided my signature for electronic signature purposes	
		I have provided a photograph for identification purposes (i.e. badge)	
		I have completed my Biometric Registration (if applicable)	
		I have completed the data form and Register of Interests	
		I have been issued with a car parking permit/number (if applicable)	
		I have received and signed for keys	
		I have been given my computer log-in and email address	
		I have received my BlueSky activation email and activated my account	
		I have been given my MIS log-in details	
		I have been given my log-in details for 'name of software packages'	
	Key Documents	I have downloaded/been given the Safeguarding policy	
		I have downloaded/been given the school's Staff Handbook	
		I have downloaded/been given the school's Communications policy	
		I have downloaded/been given the Health and Safety policy	
		I have downloaded/been given the Induction/Probation policy	
		I have downloaded/been given the Lockdown Policy	
		I have downloaded/been given the Whistleblowing policy	
	Training & Development	I have downloaded/been given the Cover/Absence policy	
		I have received Safeguarding Induction training (including Urgent Assistance Procedure)	
		I have been trained and am clear about the school's evacuation procedure	
		I have been training and am clear about the school's security protocols	
		I have been trained and am clear about the school's accident procedures	
		I have received Health & Safety training (including First Aid and Lockdown practice)	
		I have received training on marking class registers (Teacher/Cover staff)	
		I have received basic training in using BlueSky (including how to complete my Induction Passport)	
		I have been shown and understand how to complete my timesheet (Supply/Support staff if applicable)	
	School Vision & Priorities	I am clear about the school overview and background	
		I am aware and understand the organisation's objectives	
I am aware and understand my team's objectives			
I am aware and understand my team's work plan			

CHECKLIST



Week One	Familiarisation	I am clear of the expectations relating to the quality of my work/quantity of my output	
		The skills required of me have been clarified	
		I am aware of the staffing structure and with whom I will be working directly	
		I have met with relevant staff to my post in other areas of the school	
	Key Documents	I have read the Child Protection/Safeguarding policy and understand its content	
		I have read the Staff Handbook and understand its content	
		I have read the Communications policy and understand its contents	
		I have read the Health & Safety policy and understand its contents	
		I have read the Induction/Probation policy and understand its contents (as appropriate to role)	
		I have read the Lockdown policy and understand its contents	
		I have read the Whistleblowing policy and understand its contents	
		I have read the cover/absence policy and understand its contents	
	Training & Development	I have completed the mandatory online safeguarding training course and have added my record to my BlueSky portfolio (inc. certificate added as evidence)	
I have received training in how to use ' <i>name of software package</i> '			
(Exam Invigilator only) I have received Exam Invigilator training			
(Exam Invigilator only) I have received Scribe/Read training			
I have completed my review against the professional standards on BlueSky			
Professional Dialogues	I have had the opportunity to meet with my line manager/mentor to answer any questions arising during the first week		
Week Five	Professional Dialogues	I have agreed professional objectives with my line manager and these have been added to my BlueSky portfolio	
		I have completed all induction actions required to date	
		I have met with my line manager/mentor for the month 1 review and have highlighted any training needs, discussed progress and raised any other issues	
Week Twelve	Professional Dialogues	I have undertaken all compliance training in relation to my role and these are recorded on my BlueSky portfolio	
		I have met with my line manager/mentor for the month 3 review and have highlighted any training needs, discussed progress and raised any other issues	
		I have updated my review against the relevant professional standards in my BlueSky portfolio	
		All induction issues have been addressed	
Week Five	Professional Dialogues	I have met with my line manager/mentor for the month 6 review and have highlighted any training needs, discussed progress and raised any other issues	
		I have completed all induction actions required to date	
		All induction issues have been addressed	