**JOURNEY EDUCATION GROUP - Induction Checklist**

The induction is an important time for new employees to become familiar with Journey Education Group, their new team and their job.

The following checklist is for you as centre manager to use as a guide to support new employees during this period.

#### When the Induction is complete, the forms should be copied - the employee should keep a copy and the other should be placed in the employee’s personal file.

Further information on Induction can also be obtained from:

Human Resources

Telephone: 01302 49223902 288450

# Induction Checklist for New Employees

| **Employee’s Name** | |
| --- | --- |
| **Job Title** | **Project Area** |
| **Start Date** | **Inducting Officer** |

| **People Manager Activities** **Prior to starting** | **Comments** | **Line Manager’s Signature & date** |
| --- | --- | --- |
| Ensure your availability on first day  Send letter of congratulations to new employee giving details of first day and arrival time  Inform colleagues of the person who is starting and when, to ensure warm welcome  Arrange an ‘Induction Buddy’ if appropriate  Ensure personal workspace and equipment are clear and accessible  Organise new user and intranet/internet access to be set up  Name badge or other forms of identification, door access fob/entrance pass/car park pass  Identify Health & Safety induction requirements  New Starter pack available  Arrange New Starter Induction at a time appropriate  Check availability of other staff to meet with new starter on first day    Project Area specific activity - to be added as appropriate |  |  |

| **First Day** | Comments | **Employee’s Signature & date** |
| --- | --- | --- |
| Name badge/ID card/door access fob/entrance pass/car park pass |  |  |
| Plan for first week |  |  |
| Guided tour of floor/building including toilets, drinks, lunch arrangements, photocopier, post |  |  |
| Access to First Aid/First Aider |  |  |
| Informed of Fire Evacuation procedure |  |  |
| Health & Safety induction and relevant information |  |  |
| Explanation of structure of Journey Education Group |  |  |
| Names of people in team and some introductions |  |  |
| JEG Business plan |  |  |
| Outline Service aims and objectives |  |  |
| Introductions to Senior Manager/Managers and colleagues |  |  |
| Introduction to Intranet and email facilities, including ICT policies |  |  |
| Information on leave, flexi time and Attendance Matters |  |  |
| Probationary period explained to new starter |  |  |
| Current and future work activity discussed |  |  |
| Further induction requirements discussed |  |  |
| Team Meeting arrangements |  |  |
| How to use the telephone |  |  |
| Key Contacts |  |  |
| Service Area specific activity - to be added as appropriate |  |  |

| First Week | **Comments** | **Employee’s Signature & date** |
| --- | --- | --- |
| Identify immediate learning and development needs |  |  |
| Introduction to policies and procedures (To be understood / read and know how to access):   * JEG Safeguarding * Online Safety * Recruitment * Inclusion * Attendance * Whistleblowing * Staff Code of Conduct/Behaviour * Health and Safety * Anti‐Bullying * Confidentiality * Data Protection * Acceptable Use of IT * Social Media * Equal Opportunities * Discipline * Bullying and harassment * Capability * Grievance * Annual leave * Appeals * Homeworking |  |  |
| ICT policies and procedures and mandatory e-learning:   * Prevent * GDPR * Safeguarding * Health and Safety |  |  |
| Information Governance policies and procedures |  |  |
| Finance/Budget monitoring arrangements |  |  |
| Service Area specific activity:   * Role of the Designated Safeguarding Lead   Section 94 of the Education and Skills Act 2008   * Sections 29 and 38 of the Counter‐Terrorism and Security Act 2015 ‘Revised’ Prevent Duty guidance for England and Wales July 2015 * The Prevent Duty: Departmental advice for schools and childcare providers June 2015 * Keeping Children Safe in Education 2018 * The Education (Independent School Standards) (England) Regulations 2014 Statutory Framework for the Early Years Foundation Stage 2017 * The Children Act 1989 * Section 175 of the Education Act 2002 Female Genital Mutilation Act 2003 The Children Act 2004 * The Children and Families act 2014 * The Designated teacher for Looked after and previously Looked after children February 2018 * Working Together to Safeguard Children 2018 * Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018 * What to do if you are worried a child is being abused: advice for practitioners 2015 * Child Sexual exploitation: Definition and guide for practitioners 2017 Children Missing Education 2016 * Multi‐Agency statutory guidance on female genital mutilation 2016 Disqualification under the Childcare Act (2006) July 2018 * Sexual Violence and Sexual Harassment between children in schools May 2018 |  |  |

**Induction Review – After one week**

List here any activities, concerns, actions that need to be taken or any other comments:

|  |
| --- |

| Employee’s Signature |  |
| --- | --- |
| Inducting Officer’s Signature |  |
| Date |  |

| **First Month** | **Comments** | **Employee’s Signature & date** |
| --- | --- | --- |
| JEG structure |  |  |
| Decision making process |  |  |
| Finance, Business Planning and Governance - Stewardship certificate |  |  |
| PDR |  |  |
| 1 to 1 or Supervision Process |  |  |
| Human resources |  |  |
| Health and Well-Being |  |  |
| Identify and Organise learning and development needs |  |  |
| Increase Knowledge and Awareness of policies and procedures as appropriate |  |  |
| Pensions |  |  |
| Trade union information |  |  |
| Service Area specific activity - to be added as appropriate |  |  |
| Conduct Mini PDR |  |  |

Induction Review – After one month

List here any activities, concerns, actions that need to be taken or any other comments:

|  |
| --- |

| Employee’s Signature |  |
| --- | --- |
| Inducting Officer’s Signature |  |
| Date |  |

#### Note

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