



DANESHILL SCHOOL

NEW STAFF INDUCTION

Name:

Start Date:

Name of Mentor:



INDUCTION CHECKLIST

This checklist should be completed within one month of commencing employment.

ACTIVITY	GUIDANCE FROM	DATE & INITIALS
I have provided and received the relevant paperwork for the following pre-employment checks: <ul style="list-style-type: none"> - Application Form - Qualifications - Offer of Appointment - Contract - Job Description - Proof of the right to work in the UK. - Enhanced DBS - Overseas check (<i>if relevant</i>) - Disqualification by Association - Medical check 	Bursar	
I have attended an 'Induction Meeting' with the Head, Bursar and / or Deputy Head in which we discussed: <ul style="list-style-type: none"> - Daneshill's Aims and Ethos (about the school) - Daily Routine - Pastoral Care - Communication (internal & external) - The expectations of being a member of staff at Daneshill 	AM	
I have been introduced to the SMT, key teachers and front office staff.	AM	
I understand the following terms and conditions of employment: <ul style="list-style-type: none"> - Absence/sickness procedure - Working time, including hours etc. - Arrangements for breaks - Holidays/special leave - Probationary period - Discipline procedure - Grievance procedure 	JM	
I understand the following financial arrangements: <ul style="list-style-type: none"> - Pay - payment date and method - Tax and NI - Benefits - Pension/stakeholder pensions - Expenses and expense claims 	Bursar	



<p>I understand the following Health & Safety aspects:</p> <ul style="list-style-type: none"> - Emergency exits - Evacuation procedures (fire & lockdown) - Health and Safety Policy - Protective clothing - Specific hazards - Policy on smoking - Particular departmental H & S requirements 	<p>Bursar</p>	
<p>I understand the following first aid aspects:</p> <ul style="list-style-type: none"> - First aid facilities - Medical records - Accident reporting - Location of First Aid kits 	<p>SM</p>	
<p>I have completed a tour of the school including:</p> <ul style="list-style-type: none"> - Nursery, Pre-Prep & Prep buildings - Sports Hall, Swimming Pool - Head's House, Y8 block, Science Block & Music & Drama centre - Grounds, Staff Parking - Dining Room, Staff Rooms and Toilets 	<p>AM</p>	
<p>I have read and understood the Staff Handbook and Safeguarding and Child Protection Policy , and have paid attention also to:</p> <ul style="list-style-type: none"> Academic Discipline Children's Behaviour Policy Online Safety policy Children Missing Education Anti-bullying Policy Educational Visits Policy Complaints Policy 	<p>AM</p>	
<p>I have read and understood my job description and other relevant job descriptions.</p>	<p>JM</p>	
<p>Child Protection Induction</p> <p>I have read and am familiar with the contents of the following documents:</p> <ul style="list-style-type: none"> - The School's Safeguarding and Child Protection Policy - "Keeping Children Safe in Education' DfE Guidance September 2021 - Working Together to Safeguard Children July 2018 - The School's Safer Recruitment 		



<p>I am aware of procedures for child protection at Daneshill School</p> <p>I know that Angus McDonald is the child protection officer and that I can discuss any concerns that I may have with him.</p> <p>I know that further guidance, together with copies of the policies are in the Staff Handbook or on the school's webpage and school drive.</p> <p>I understand the responsibilities of all staff in this area and the issues that may arise.</p> <p>I understand my obligations in respect of the Childcare (Disqualification) Regulations 2009, if relevant.</p> <p>I understand what e-safety is and how this impacts the well-being of children both inside and outside of school. I have understood what the school does to educate, reduce risk and communicate appropriately with regards to this.</p>		
<p>I understand how and where to locate the school Policies & Procedures in both paper form and on the network.</p>	<p>Mentor</p>	

Name: _____ **Date Completed:** _____
Signed: _____

Once completed please return to the Bursar for filing.