

Acre Rigg Infant School

Induction Checklist- Students/ Visitors

Staff member _____

Matters to be discussed	Date discussed/ SIGNATURE
First Day	
Welcome and introduction to staff and roles	
Introduction to pupils (where appropriate)	
Tour of school, including toilets, staffroom, parking, tea/coffee facilities, photocopier	
Details taken from DBS/ Disqualification by Association where necessary	
Child Protection This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education (sign sheet) <ul style="list-style-type: none"> • Child Protection Procedures • Who to contact if a child discloses something/ What to do 	
Routines and Procedures	
Explain signing in procedures	
<ul style="list-style-type: none"> • School & classroom organisation • Timing of day • Duty rota and playtime arrangements • Arrangements for beginning and end of the day 	
First Aid & Medical	
<ul style="list-style-type: none"> • Administration • Location of 1st Aid stations • Recording & reporting • Individual needs 	
Policies & Guidance <ul style="list-style-type: none"> • Code of Conduct • Positive Behaviour Management- give copy • Marking & Feedback • Acceptable Use Policy (sign sheet) 	
Health and Safety <ul style="list-style-type: none"> • Emergency Exits • Emergency procedure • Fire Procedure • Accident Reporting • Risk Assessment • Asbestos Management Plan 	
Communications <ul style="list-style-type: none"> • Contacting Head Teacher due to absence/ College • Message board • Use of mobiles 	
ICT and Technology <ul style="list-style-type: none"> • Interactive whiteboard • Computers, admin and curriculum network, printers • Passwords 	
Within 1 month	