**Staff Induction Prompt Sheet**

**Appendix 2**

**Overseen by Safeguarding and Pastoral Director**

Safeguarding Induction – 1-hour training including how to log concerns

Log-ins provided (Edukey)

Information given:

* Use of mobile phones
* Storing personal belongings (including medication)
* Photographs
* Drop-off and Pick-up
* Registers
* Whistleblowing
* School Rules / Behaviour Logging
* Visitors and strangers to site
* Physical Intervention
* Ethos of School/Nurture
* Online Safety
* Confidentiality
* School Website
* Car park
* Dress code

Counselling Support Information provided

Staff Lists including DSLs

Pupil Profile including pupil groups:

* Young Carers
* CP, CIN
* SEND
* Pupil Premium

SGO, LAC, PLAC

Prevent Training

Pupil Attendance; taking a register, attendance policy

Pupil Behaviour; logging, expectations, ethos

**Overseen by Office Manager**

Walk around school to meet staff and children (if needed)

Daily Routines (beginning and end of school day, break times, lunchtime arrangements e.g. use of staff room)

Time, punctuality and signing in/out

Notification of Absence/Illness

CPD Requests

Meetings/Diary Dates/School Calendar/Term Dates/INSET days/Twilights

Shown School Website

Facilities:

* Fleeces and T-shirts (if applicable)
* Staffroom; tea/coffee
* Staff toilets
* Photocopiers
* Stock Cupboard and resources
* Car Parking Fob
* ID Card

Door codes shared (if applicable)

Staff Handbook Information (if applicable)

First Aid and Accident Reporting and Recording

**Overseen by Estates Manager**

Location of Fire Exits and Fire Drill Procedures

Any other keys/passes as needed for role

Health and Safety Information:

* Manual Handling
* Working at Heights
* Lockdown and Evacuation
* COSHH
* Site Safety

**Overseen by Class Teacher/Phase Leader/Line Manager**

Overview of the children in class e.g. Medical/SEND needs

Timetables (Assembly/IT Room/PE/Lunch and break)

OPAL Playtimes

Use of Library

Supervision (EYFS)

Federation Plan

**ONLY NEEDED FOR TEACHERS:**

* School Digital Platform Log ins (eg. Google classroom/Dojo)
* Planning Templates
* Curriculum
* Pupil Progress Meetings
* SEND and Pupil Premium list
* Feedback and Marking policy
* Home Learning
* Reporting to Parents
* Assessment policy
* Teaching and Learning policy
* Class and pupil profiles (provision maps and class charts)
* Parents Evenings
* Ordering/Budgets
* Completing Observations (EYFS)

**Overseen by Inclusion Director**

Interventions

Vulnerable Children and overview of needs in class (including PP Children)

Provision Maps

Provision Plans