**CHECK LIST DAY ONE OF INDUCTION**

**Name of new starter ..................................................................**

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| Welcome and introduction by member of Centre for Professional Practice at Ward House. |  |
| Welcome pack provided | **Physical Pack**:  -Organisational Chart  -Map of Dudley  -Useful Numbers/addresses list, including Abbreviations eg MASH, ART  -Instructions on how to Log onto computer, where to access Policies and Procedures etc  **Electronic pack** discussed and guidance as to how to access, pack to include (highlight CPP website):  -All of the physical pack in electronic format  -Links to supervision policy, Research in Practice (RIP) log in, Practice standards, flyer for Children’s Care Council, Early Help Strategy, Dudley Threshold document, E-Learning guidance, MOMO |
| Slide Show presentation | Includes:  -Video Welcome by Chief Officer (Sue Butcher)  -Safeguarding guidance  -organisation structure/roles  -Early help, Safeguarding board, Single Point of Access |
| New employee to be booked on mandatory training |  |
| Induction Facilitator to check with recruiting Team manager that an appointment has been made for collection of Inductee’s I.D. badge. |  |
| ICT equipment details provided | Network Login will have been provided to facilitator in advance by recruiting Team Manager. CCM Login should have been emailed directly to the new inductee by ICT, however, this should be checked first thing on day one of induction and any problems reported to CPP (Business Development Officer). |
| Mandatory E-Learning will be completed by new employee | Guidance provided on how to access. They will then complete:  Go into Citrix, Favourites tab, eLearning & Policy  **Under ‘Your Policies’ :-**  **Data Protection**   * Data Protection Policy   **Corporate Health and Safety**   * Health and Safety Policy   **Information Security**   * DMBC Info + Cyber Security Policy * GCSX AUP and Personal Commitment Statement * Guardian Agreement – Portable ICT Equipment * IS Information Protection Policy * Web Ex & Jabber Desktop Sharing – Acceptable Usage Policy * USB Memory Stick Devices Policy * Email and Internet Acceptable Usage Policy   **Under ‘Your Learning’ tab:-**  4x Directorates Mandatory  **Other (within ‘Your Learning’ tab - ‘Directorates Optional’)**   * Jabber * Fire Safety * Personal Safety |
| End of Day Check list to be signed off by CPP facilitator and new employee (this will be sent to the Team Manager of the new employee for their file). |  |

Signed ....................................... Date....................................

Induction Facilitator

Signed ........................................ Date......................................

New Starter