

**LOCATION INDUCTION CHECKLIST**

**Name of new employee:…………………………………..**

**General Completed**

|  |  |
| --- | --- |
| Location of toilets |  |
| Refreshment facilities |  |
| Personal storage |  |
| How to enter and exit the building |  |
| Car parking / public transport |  |
| Housekeeping |  |
| Tour of setting |  |
| Terms and conditions of employment |  |
| Sick leave procedures |  |
| Annual Leave/TOIL |  |
| Expenses |  |
| Code of conduct |  |
| Supervision procedures |  |
| Identity Badge |  |
| Fire safety information |  |
| Reporting accidents |  |
| First aid |  |
| Lone working |  |
| Communication |  |
| Telephones |  |
| IT |  |
| Office Equipment |  |
| Post |  |

**Welcome to Your Team**

|  |  |
| --- | --- |
| Overview of team purpose |  |
| Meet team members |  |
| Explain each members role |  |
| Introduce work area and personal equipment |  |
| Role and responsibility |  |
| Team plan |  |
| Team rules/procedures |  |
| Health and Safety Policy |  |
| Child Protection policy |  |
| Inclusion policy |  |
| Supervision policy |  |
| Staff leave policy |  |
| Signpost to all other Centre policy location |  |
| Team Manager ensures worker has updated their email signature to include their name, office phone number, work mobile number and email. |  |
| Team Manager ensures worker needs to be logged into their phones when they are in the office. |  |

**Team Manager to arrange visit at:**

|  |  |
| --- | --- |
| Legal Gateway Panel |  |
| Resources Panel |  |
| Children’s Centre or Corbyn Road (dependent on service) |  |

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

Induction Facilitator

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

New Starter