**DAY TWO OF INDUCTION**

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| Welcome by Team Manager/admin support at working locality |  |
| Work Place Tour | This should include:  -Parking  -Access to building  -Welfare Facilities eg toilets  -Location of first aider  -Fire/bomb evacuation procedures including details of fire exits  -Reminder of Health and Safety policy (from day 1)  -Introduction to colleagues  -Discussion of working hours, flexi time, agile working etc  -Role specific expectations of practice |
| ICT equipment provided | Inductee to collect laptop (Currently from St James). Team Manager will ensure:  - the inductee signs a guardianship form  -Laptop details are sent to the person responsible for maintaining the IT equipment tracker (currently to be agreed) |
| CCM/EIS system information | Generalised CCM/EIS overview delivered by Pod Co-ordinator/admin support |
| Identity Badge to be collected by new employee on this day or as arranged by Team Manager (to have been checked by Induction Facilitator on day 1). |  |
| End of day Two Checklist to be completed and signed off by Team Manager and New Employee. | This should be kept on the new employee’s file. |

