

Assistant Induction checklist

Assistant Name: _____ **Childminder name:** _____

Date employment commenced: _____

Date Induction commenced: _____

	Date	Carried out by/date	Comments
Information relating to Registration			
Roles and responsibilities			
Evacuation procedure/ emergency exits			
DBS Enhanced check Completed			
General			
General Behaviour/dress code			
Use of Mobile Phone & Cameras			
Personal development/ Performance appraisal			
Training			
<u>Policies</u>			
Safeguarding including mobile phones			
Copies of 'What to do...' And 'Working together			
Confidentiality statement signed			
Equality and diversity policy			

Complaints policy			
Whistleblowing policy			
Health and safety policy			
Smoking, Alcohol drugs policy			
Reporting of accidents & Incidents			
First Aid			
Safe working practices			
Hygiene standards			
Awareness of hazards			
EYFS documents shared			
Review dates/ supervisions and appraisals booked			

Induction completed (Date):

Signed _____ Assistant
Signed _____ Childminder

Any Follow up required before next supervision meeting?
