

**Induction checklist**

**Inductee name:** \_\_\_\_\_ **Mentor name:** \_\_\_\_\_

**Date employment commenced:** \_\_\_\_\_

**Date Induction commenced:** \_\_\_\_\_

	<b>Date</b>	<b>Carried out by/date</b>	<b>Comments</b>
Introduction/ tour of nursery			
Who's who introduction to manager and all staff			
Roles and responsibilities shared			
Organisational structure shared			
Lockers/toilets			
Evacuation procedure/ emergency exits			
Signing in arrangements			
<b><u>Terms and conditions</u></b>			
Written terms/conditions			
Hours/breaks			
Uniform			
Rate of pay/pay arrangements			
Holiday entitlement			
Time sheets			
Period of notice			
Sickness arrangements			
Time off			
Pension provisions			

	<b>Date</b>	<b>Carried out by/date</b>	<b>Comments</b>
General behaviour/dress code (Staff code of conduct to be signed also)			
Telephone calls			
Personal development/ Performance appraisal			
Training			
<b><u>Policies</u></b>			
Location of policy file shared/ copies shared of all policies			
Safeguarding including mobile phones			
Copies of 'What to do....' And 'Working together.....' shared.			
Grievance and disciplinary policy			
Confidentiality statement signed			
Equality and diversity policy			
Complaints policy			
Whistleblowing policy			
Health and safety policy			
Smoking, Alcohol drugs policy			

	Date	Carried out by/date	Comments
<b><u>Standard of work</u></b>			
Personal documentation			
and checks completed: • P45 • NI number • Security card/keys			
Reporting of accidents			
First Aid			
Safe working practices			
Hygiene standards			
Awareness of hazards			
CRB/DBS check and arrangements/ boundaries until check has been received			
EYFS document shared			
Review dates/ supervisions and appraisals booked			
Code of conduct shared and signed			

Induction completed (Date):

Signed \_\_\_\_\_ Inductee  
 Signed \_\_\_\_\_ Manager

Any Follow up required before next supervision meeting?

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Filed in employee's individual file: \_\_\_\_\_ (Manager) For further information:

[www.acas.org.uk](http://www.acas.org.uk)