



## CHECKLIST FOR NEW STAFF

Tasks – What you should have been shown/told about	Date	Signed by staff	Signed by line manager
Absence reporting procedures			
Acceptable Use Policy			
Accident forms, head bumps, near misses, and serious accident recording systems			
Appraisal, CPD and Process for support			
Assessment – systems and recording procedure			
Behaviour Policy			
Cause for Concern – reporting of			
Collective Worship Policy & Church school status			
Confidentiality			



Tasks – What you should have been shown/told about	Date	Signed by staff	Signed by line manager
Disqualification be association			
Duties/rotas			
Ensuring doors are locked			
Fire drills and procedures			
Frist aid training			
Annual data sheet completed (next of kin etc) and GDPR dec signed			
Health and Safety Policy – first aiders and procedures			
ICT/photocopier/cameras			
Internal/external postal systems (pigeon holes)			
Introduction to colleagues, roles & responsibilities			
Job description – terms & conditions of role/ Line Manager			



Tasks – What you should have been shown/told about	Date	Signed by staff	Signed by line manager
Keeping fire doors & exits clear			
Location of first aid kits and first aid procedures			
Logging behaviour incidents – Otrack			
Mentor – who, what, when, where, why?			
Mission statement – ethos of school			
Ordering of lunch (chargeable)			
Ordering stock – order forms			
Prevent training			
Policies – access on website			
Reach and rescue training			
Refund of purchase			



Tasks – What you should have been shown/told about	Date	Signed by staff	Signed by line manager
Reporting maintenance issues			
Resources – stationery cupboard / IT equipment / musical instruments / etc			
Right to work in the UK documents on file (passport/birth cert)			
Safeguarding procedures			
Safeguarding Policy including disqualification by association			
School Code of Conduct			
School development plan			
School newsletter (Monthly Updates)			
SEND / Inclusion Policy			
Signing in and signing out procedure/security codes			
Staff meetings & briefings – dates / times			

[illegible]