



In God's love



*Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love.
1 Corinthians 16: 13-14*

ANNUAL CHECKLIST FOR 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			
Annual data collection sheet complete inc GDPR declaration			
Appraisal, CPD and Process for support			
Assessment – systems and recording procedure			
Behaviour Policy			
Cause for Concern – reporting of			



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Collective Worship Policy & Church school status			
Confidentiality			
Disqualification by association signed			
Duties/rotas			
Ensuring doors are locked			
Fire drills and procedures			
Frist aid training			
Health and Safety Policy – first aiders and procedures			
ICT/photocopier/cameras			
Internal/external postal systems (pigeon holes)			
Roles & responsibilities			
Job description – terms & conditions of			



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role/ Line Manager			
Keeping fire doors & exits clear			
Logging behaviour incidents – Otrack			
Mission statement – ethos of school			
Prevent training			
Reach and rescue training			
Safeguarding procedures			
Safeguarding Policy including disqualification by association			
School Code of Conduct			
School development plan			
SEND / Inclusion Policy			
Signing in and signing out procedure/security codes			
Swimming training			



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Use of phones/mobile phones			
Whistleblowing Policy			
<u>For you to add your own requirements/CPD</u>			