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| **Focus** | **Notes** | **Date completed** |
| **HEALTH AND SAFETY** | | |
| Safeguarding / Child Protection Training |  |  |
| PREVENT Training |  |  |
| Emergency procedures (fire, etc) |  |  |
| First Aid arrangements |  |  |
| Accident reporting |  |  |
| Pupil medication and health procedures |  |  |
| E-safety |  |  |
| Registration and absence |  |  |
| Confidentiality and communication |  |  |
| Other relevant health and safety training |  |  |
| **BASIC PROCESSES AND PROCEDURES** | | |
| Times of day/ arrival and departure from school |  |  |
| Break and lunchtime arrangements |  |  |
| Reprographics |  |  |
| IT/ Network/ email access and logons |  |  |
| Accessing electronic and paper resources |  |  |
| Duty rota and processes |  |  |
| Tutor/ class teacher collection and sharing of information |  |  |
| Recording and accessing pupil data |  |  |
| Behaviour policy |  |  |
| Rewards policy |  |  |
| **Focus** | **Notes** | **Date completed** |
| **OTHER USEFUL INDUCTION INFORMATION** | | |
| Arrangements for tea and coffee |  |  |
| Staff eating arrangements |  |  |
| Absence request arrangements |  |  |
| Emergency absence arrangements |  |  |
| Toilets, smoking policy, use of phones, etc |  |  |
| Key contact list issued |  |  |
| Calendar issued and explained |  |  |
| Meeting schedule explained |  |  |
| Other key information |  |  |