INDUCTION PROCESS

Employee Name | Start Date

STEP 1: CHECKS, ACCESS AND COURSES

Part One:

- [ ] Complete DBS Check

Arrange Stage Two of the induction process | Date

Part Two:

- [ ] Create EDSTART email
- [ ] Set up Curriculum portal access
- [ ] Send access to required course.
- [ ] Send Headshot for ID Badge to be available at Stage 2 of the Induction Process

Required Courses

- [ ] Safeguarding — Date:
- [ ] First Aid — Date:
- [ ] Anaphylaxis and Allergens (Benedicts Law) — Date:

STAGE 2: ORGANISATION AND ROLE INDUCTION

Introduction about Edstart: -

- Background and structure.
- Key business and future development plan.
- Culture and values, employer brand.

Introduction about health, hygiene and safety procedures

Introduction about main policies

- Annual leaves and other leaves.
- Attendance and working time.
- Probation period.
- Confidentiality and GDPR.

Documents to be copied

- ☐ Passport.
- ☐ Driving License (if applicable)
- ☐ National Insurance Number.
- ☐ Certificate of Education.

Documents to be handed out

- ☐ Handbook.
- ☐ Uniform Form.
- ☐ Payroll form
- ☐ Holiday Application form.
- ☐ Coach Folder

Documents to be read and signed

- ☐ Keeping Children Safe in Education — Date:
- ☐ CPD Agreement — Date:
- ☐ Expectations and Standards — Date:

SHARE DOCUMENTS

- ☐ Email documents to admin@edstart.org.uk
- ☐ Update Single Central Record and email to admin@edstart.org.uk

Learning & Development

- Internal development opportunities.
- Support from the organisation.
- Performance management system.

Role-specific information

- Introduce the core and job-specific competencies the employee will be evaluated on.
- Establish a regular schedule for reviewing/discussing progress and performance.
- Responsibility relating to social media.
- Meeting with key employees.

Additional information

- Curriculum Portal - Login
- Introducing coaching “tools”, e.g. Certificates, Stickers, Plans, etc

Professional Standards

- Uniform (Full Edstart Uniform) including Black Trainers, Black Socks.
- Coach Folder to with you at each school (DBS included)
- Whiteboard in all lessons – Share Success Criteria.
- Lanyard to be worn when in school

Record Keeping

- Save documents and completed form on your own personal drive / cloud
- Send completed form along with all documents to admin@edstart.org.uk