STAFF INDUCTION CHECKLIST

Use this checklist with your Area Manager to track your induction. Tick each task when it is complete and enter the date. Record anything outstanding and ask for support before your first day. Your Area Manager will also complete the organisation's induction record.

Name | Start Date

Area Manager | Role:

STAGE 1: CHECKS, ACCESS AND TRAINING

- [ ] Completed the DBS check arranged by Edstart.
- [ ] Sent a copy of my passport, National Insurance number and education certificates.
- [ ] Sent a copy of my driving licence, where applicable.
- [ ] Edstart email is set up and I can sign in.
- [ ] I can access the curriculum portal and know where to find documents.
- [ ] I have received access to all required courses.
- [ ] Completed Safeguarding training. Date:
- [ ] Completed First Aid training. Date:
- [ ] Completed the Anaphylaxis and Allergens training. Date:
- [ ] Photo taken for Edstart ID badge.
- [ ] Agreed the date of my Stage Two Induction. Date:

STAGE 2: ORGANISATION AND ROLE INDUCTION

Documents I have received

- [ ] Staff Handbook.
- [ ] Uniform Form.
- [ ] New Starter Form & Health Questionnaire - completed
- [ ] Holiday Request Form and an explanation of how to request leave.
- [ ] Coach Folder - with documents completed.

Documents I have read and signed

- [ ] Keeping Children Safe in Education.
- [ ] CPD Agreement.
- [ ] Expectations and Standards.

Ready to work in schools

- [ ] I have full Edstart uniform, including black trainers and black socks.
- [ ] My ID badge has been printed and I have my lanyard.
- [ ] My coach folder is complete, including DBS documentation, and I know to bring it to each school.
- [ ] I know the school arrangements and who to contact about safety or safeguarding concerns.
- [ ] All required training is complete, and I have raised any remaining readiness issues with my Area Manager.