



## Staff Induction Checklist

**Staff Name:**

**Start Date:**

Initial Induction	Date	Signature
Tour of facilities		
Roles and responsibilities of staff		
Meet the team		
Supervision and support arrangements, training		
Arranging leave, sickness/ absence entitlements		
Equal opportunities statement		
Health and Safety Information (Fire, First Aiders)		
Emergency evacuation procedure		
Expense claims		
Travel claims		
Risk assessment		
Play, learning and development		
Partnership with parents		
Positive behaviour management		
Child protection and safeguarding		
Daily and weekly routines		
Remaining policies and procedures *		

\*All remaining policies and procedures should be read within the first 6 weeks of employment. This should be checked during the first supervision session.

**Staff Signature:**

**Date:**

**Preschool Leader Signature:**

**Date:**