Induction Checklist

Staff members Name………………………………………Start Date …………………………………………………….

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| --- | --- | --- | --- |
| Documentation | Received on | Signed  | Review date  |
| I have received a copy of the job and role description  |  |  |  |
| I have completed an application form and provided details for two referees  |  |  |  |
| I have received a staff handbook |  |  |  |
| I have been informed about the times and locations of work |  |  |  |
| I have been provided with the contact details for Wigwam Forest Schools management |  |  |  |
| I have received a copy of the staff dress code  |  |  |  |
| I have received a copy of Wigwam Forest Schools Privacy Policy and understand and agree to Wigwam processing and storing my data including completion of a DBS check and updating this when required |  |  |  |
| I agree to inform Wigwam Forest School of any changes to my medical condition |  |  |  |
| I have received a copy of Wigwam Forest Schools health and safety policy and how/who to report hazards and I understand my duty to  |  |  |  |
| I understand that Wigwam Forest School abides by the Equal Opportunity Act 2010 |  |  |  |
| I have received training in Child Protection and Safeguarding and have been given a copy of Wigwam Forest Schools Safeguarding Policy  |  |  |  |
| I have received training in Prevent Duty  |  |  |  |
| I have received a copy of the site risk assessment |  |  |  |
| I have received a fire risk assessment |  |  |  |
| I have received a tool skills risk assessment |  |  |  |
| I have been instructed on how to safely use, store and maintain tools and equipment |  |  |  |

Copies of our staff handbook and a complete list of our policies and procedures are available from https://wigwamforest.weebly.com/staff.html