

Induction Programme Template – March 2025

Staff name:

Start date:

Job title:

By the end of day one you will have:	Signed by staff	Signed by manager
<ul style="list-style-type: none">▪ Had a meeting with your line manager.▪ An understanding of the induction process and have received an induction pack from your line manager.▪ An introduction to your colleagues at your setting.▪ A copy of the relevant documentation or advice on where to find it.▪ An understanding of who the Designated Safeguarding Lead(s) (DSL) are.▪ A copy of the Safeguarding and Child Protection Policy and asked to read through it.▪ A copy of the 'What to do if you're worried a Child Is being Abused, March 2015' document and asked to read through it.▪ An understanding of where blank 'logs of concern about a child's welfare' are stored.▪ An understanding of what to do if you have a concern about another staff member or volunteer (The Allegation Procedure).▪ Completed the applicable starting forms.▪ A tour of building(s), including the location of necessary equipment and facilities, etc.▪ An outline of your role, responsibilities, level of authority, work priorities and deadlines.▪ Been provided with keys/passes and/or alarm codes.		
By the end of week one you will have:	Signed by staff	Signed by manager
<ul style="list-style-type: none">▪ Discussed in detail the safeguarding and child protection policies and procedures and ensure you have a good understanding of the signs or indicators of child abuse or neglect.▪ A deeper understanding how to record and pass on these concerns using the 'Log of Concern about a child's welfare' document.▪ A deeper understanding of how to respond to any concerns you may have about another staff member or volunteer.▪ Signed to say that you have read, understand and will work within the safeguarding and child protection policies.▪ Been booked on to Basic Child Protection training (that provides information about local procedures) preferably face to face training with the Local Authority.▪ Been provided information about the history of the setting.▪ Knowledge about links with parents and volunteers.▪ Familiarised yourself with office procedures, documentation, and equipment.		

<ul style="list-style-type: none"> ▪ Health and safety information on personal hygiene. ▪ An introduction to fire drill procedures; First Aid Officer (and location of first aid boxes); and an outline of security procedures. ▪ Been provided with computer access and passwords (if applicable). ▪ Clarification on standards required and quality of work. 		
By the end of month one you will have:	Signed by staff	Signed by manager
<ul style="list-style-type: none"> ▪ Met again with a DSL to ensure you have a robust understanding of the safeguarding and child protection policies and procedures as discussed during week one. ▪ Been provided information about plans and developments. ▪ Been provided with staffing details for staff reporting to you (if applicable). ▪ Been provided with any equipment required to fill the role. ▪ Been provided with information on implementing the Early Years Foundation Stage (EYFS). ▪ Have knowledge of names and locations, etc. of external contacts and made contact. ▪ An overview of any relevant financial procedures as they relate to the post. ▪ An understanding of the supervision policy. ▪ Undertaken a monthly probationary review with your line manager and set up regular supervision meetings. ▪ A copy of, and have discussed key elements of, the business plan and mission statement where applicable. 		
By the end of month two you will have:	Signed by staff	Signed by manager
<ul style="list-style-type: none"> ▪ Attended Basic Child Protection training, ideally with the Local Authority and arranged to feedback key points learnt during a supervision/team meeting. ▪ Health and safety information on managing stress, food hygiene, preparation and managing allergies and specific hazards; and VDU safety. ▪ Completed an audit of key skills required for the post to identify areas of specific training. ▪ The ability to complete tasks (as identified in your job description) to the required standards of quality and accuracy. ▪ An understanding of your role in relation to the management reporting structure. ▪ Been set key objectives to achieve over the next four months. 		
By the end of month four you will have:	Signed by staff	Signed by manager
<ul style="list-style-type: none"> ▪ Acquired full knowledge of all essential policies and procedures. ▪ Identified key people for on-going support/networking. ▪ Undertaken a three- and four-month probationary review with your line manager. 		

By the end of month six you will have:	Signed by staff	Signed by manager
<ul style="list-style-type: none"> ▪ Booked and/or attended or addressed a training need identified in month two. ▪ Considered with your manager/DSL any additional safeguarding support or training required to perform your role effectively. ▪ Achieved key objectives set during your induction to the standard required. ▪ Demonstrated capability to meet the requirements of the role to the standard set. ▪ Completed your induction program and undertaken a probationary review with your line manager. ▪ Following successful completion of probationary period, undertaken a performance review with line manager and devised key objectives and an on-the-job training plan for the next six to 12 months. 		

Additional comments / action / support