**Induction Checklist**

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**Induction checklist**

It is good practice to let new starters have a copy of this list – this enables them to follow what is happening and will act as a reminder of anything missed or that needs attention. It should be the responsibility of both management and new starter to ensure that all relevant items are properly covered during the induction period.

|  |  |  |
| --- | --- | --- |
| **Name**  | **Date started** |  |
| **Expected completion date** |  |
|  |  |

|  |
| --- |
| **Induction Completed (signature of new starter)** |
|  |

|  | Carried out by | Date | Comments |
| --- | --- | --- | --- |
| **Reception** |
| Received by |  |  |  |
| Personnel documentation and checks completed – P45 |  |  |  |
| NI number |  |  |  |
| Swipe/security card/code |  |  |  |
| **Introduction to the company** |
| Who’s who |  |  |  |
| History |  |  |  |
| Products/services/markets |  |  |  |
| Funding of Project |  |  |  |
| IT – website, social media, Form stack, mail, email, one note |  |  |  |
| **GDPR** |
| Use of equipment |  |  |  |
| Use of data |  |  |  |
| Data protection training |  |  |  |
| **Safeguarding** |
| Safeguarding Training |  |  |  |
| Safeguarding officers identified |  |  |  |
| **Project Induction** |
| Transform Cymru |  |  |  |
| Money Smart (Nat west) |  |  |  |
| Money for Life (Lloyds) |  |  |  |
| Generation Code |  |  |  |
| Reach OUT |  |  |  |
| Suffragettes |  |  |  |
| UPS |  |  |  |
| Agored Cymru |  |  |  |
| Introfest |  |  |  |
| Midnight Skate |  |  |  |
| Creative Minds |  |  |  |
| Belong |  |  |  |
| BIPA |  |  |  |
| YAA |  |  |  |
| Llais Ifanc |  |  |  |
| Youth Work Week | LF RB |  |  |
| **Terms and conditions of employment** |
| Written terms and conditions issued |  |  |  |
| Contract of employment issued |  |  |  |
| Hours, breaks, method of payment |  |  |  |
| Holidays |  |  |  |
| Clocking on/flexitime/reporting procedures |  |  |  |
| Probationary period |  |  |  |
| Period of notice |  |  |  |
| Sickness provisions |  |  |  |
| Pension provisions |  |  |  |
| Maternity/paternity/parental leave provisions |  |  |  |
| **Worker development** |
| Organisation Policy Pack  |  |  |  |
| Training needs and objectives |  |  |  |
| Training provision |  |  |  |
| Performance appraisal |  |  |  |
| Promotion avenues |  |  |  |
| Team relationships and dynamics |  |  |  |
| **Worker/employer relations** |
| Trade union membership |  |  |  |
| Professional Registration |  |  |  |
| Worker communications and consultation |  |  |  |
| Grievance and disciplinary procedure |  |  |  |
| Appeals procedure |  |  |  |
| **Organisation rules** |
| Smoking policy |  |  |  |
| General behaviour/dress code |  |  |  |
| Telephone calls/emails and use of the internet |  |  |  |
| Break facilities |  |  |  |
| Cloakroom/toilets/lockers |  |  |  |
| **Health and safety** |
| Risk assessment |  |  |  |
| Preventative and protective measures |  |  |  |
| Pregnant women and new mothers |  |  |  |
| Emergency procedures  |  |  |  |
| Health surveillance (if appropriate) |  |  |  |
| Awareness of hazards – any particular to type of work |  |  |  |
| Safety rules |  |  |  |
| Emergency procedures |  |  |  |
| Clear gangways, exits |  |  |  |
| Location of exits |  |  |  |
| Dangerous substances or processes |  |  |  |
| Reporting of accidents |  |  |  |
| First aid |  |  |  |
| Personal hygiene |  |  |  |
| Introduction to safety representative |  |  |  |
| **Welfare and worker benefits/facilities** |
| Transport/parking arrangements |  |  |  |
| Company discounts |  |  |  |
| **The job** |
| Introduction to manager/supervisor |  |  |  |
| Requirements of new job |  |  |  |
| Standards expected |  |  |  |
| Co-workers |  |  |  |
| Supervision and work performance appraisals |  |  |  |
| Introduction to Project Operational Documentation |  |  |  |

**Signed:** .. ...........................................................

**Position:** ...Acting Joint CEO......................................................

**Latest review/approved dated:** .........7th April 2018..................