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Template 1: First week induction period template

It is good practice to let every new employee have a copy of the following list so that they are aware of the plan. It will also act as a reminder should anything be missed. It is the responsibility of both management and the new employee to ensure that all items are covered during the induction period.

Name	
Start date	

Activity	Date completed
Answering telephone calls	
Appeals procedure	
Communications and consultations	
Confidentiality	
Designated persons identified, e.g. safeguarding officer, SENCO	
Emergency procedures/location of emergency exits, fire extinguishers etc	
Employee/employer relations	
Equality policy and culture	
First aid box locations and nominated persons	
First week questionnaire/quiz completed	
General behaviour/dress code	
Grievance and disciplinary policy and procedures	
Hazard awareness	
Health and safety procedures	
History, vision and mission statement	
Holiday entitlement	
Hours/breaks	
Hygiene standards	
Introduction to nursery	
Lockers/staff toilet locations	
Mobile phone/social networking/online device policy	
No smoking/vaping policy	
Pension provision	