









Oakfield Community Primary School Student & Volunteer Induction Checklist



Activity	Name:
General information provided	
Introduction to staff and details of structure in the school	
Tour of school inc Fire & Lockdown evacuation procedures	
Positive Culture & Climate Policy	
Safeguarding – Confidentiality & DSL/FSW	
Overview of school – culture, ethos, vision	
Signpost to school website	
H & S procedures- Inform staff for CPOMS, Blue forms, Medical, First-Aid, Defib	
Emergency contact details & Medical Information (Staff Handbook)	
Procedures for absence	
Details of timetable/ school day	
Mobile phone/ Dress code	
Signing in procedures/ Car parking	

 Collaboration	 Communication	 Consideration	Inductee:
			Date of Induction:
			Signature:
 Consistency	 Commitment	 Celebration	