**Milverton Primary School**

**Induction plan, checklist and training needs**

**Induction Plan**

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| **Week 1** | **Week 2** | **Week 3** |
| KCSIE  Safeguard induction  Tour and meet colleagues  Induction file  Read guidance | Job specific questions  Staff handbook  Check understanding of key information | Identify training needs |

**Induction Checklist**

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| --- | --- | --- | --- |
| **Action** | **Date Completed** | **Action** | **Date Completed** |
| Read Safeguarding material  Part 1 of KCSIE |  | Know who the designated safeguard leads are |  |
| Read Staff Code of Conduct |  | Complete safeguard introduction |  |
| Read Staff Handbook |  | Provided with Job Specific materials / information |  |
| Read Health and Safety Policy and guidance |  | Established an Induction Plan |  |
| Read and understood Fire and emergency procedures |  | Identified training needs |  |
| Read Behaviour policy |  | Taken a tour of the school and been given induction file |  |

**Training Needs**

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| **Training needs** |
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**Job Role:………………………………………... Induction Lead:……………..**

**Signed:………………………………………….. Date:…………………………..**