



Template Induction/Leavers Form For Staff

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|-------------------------|----------------------|
| Last Reviewed | Spring 2021 |
| Reviewed By | B Wood / J Stevenson |
| Next Review Date | Spring 2022 |

Kirk Langley C.E. Primary School
New Starter Pre- Employment Procedures

| | | |
|---|----------------|-------|
| Full Name: | | |
| Job Title: | Start date: | |
| Home Address | Date of Birth: | |
| | Date | Staff |
| Job Advert copy retained | | |
| Job description retained | | |
| Person Specification retained | | |
| Application Form | | |
| References received & checked | 1. | |
| | 2. | |
| Applicant's 3 forms of identity checked | 1. | |
| | 2. | |
| | 3. | |
| Right to work in the UK evidence | | |
| Qualifications checked if appropriate | | |
| DCC New Starter form issued and sent to Shared Services | | |
| Med 1 Form Issued | | |
| DBS Clearance received | | |
| DBS Disclosure No | | |
| Contract received & retained | | |
| Photograph taken/staff board photo added | | |
| ID Badge issued | | |
| Photocopier code issued | | |
| Email address and access issued | | |
| Key/key fob issued | | |
| Jacket/fleece/other clothing issued | | |
| Laptop issued | | |
| Add to Single Central Record | | |
| Add to RM Integris as a staff member | | |
| Advice H/T of contact details | | |
| Employee number list | | |
| Emergency Contact details obtained | | |

[Name of] Primary School
New Starter Induction

| | | | |
|---|------------------|--------------|---------|
| Name: | | | |
| Job Title: | | Start date: | |
| | Date | New Starter | SBO/ HT |
| Issue Staff handbook. Discuss the following: | | | |
| Staff List | | | |
| Times of the school day | | | |
| Signing in procedures | | | |
| First Aid procedures | | | |
| Absence procedures | | | |
| Telephone/email procedures | | | |
| Fire Procedures | | | |
| Safeguarding | | | |
| Confidentiality | | | |
| Data Protection inc Breach Response procedure | | | |
| Critical Incident plan | | | |
| Tour of the school | | | |
| Fire evacuation points | | | |
| Children's records and contact details | | | |
| Resource stores | | | |
| Location of policy folders | | | |
| Staff introductions | | | |
| Software/Account/App access | Level of account | Approved by: | |
| RM Integris access | | | |
| SAP access | | | |
| Email account | | | |
| Level of server access (e.g. choose from pupil/staff/admin folders) | | | |
| ParentPay | | | |
| My Concern | | | |
| Class Dojo | | | |
| TooSimple | | | |
| TT Rockstars | | | |

New Starter Policies

| | | |
|---|-------------|--|
| Name: | | |
| Policies available to read: | | |
| Safeguarding Policies (Safeguarding Portfolio) | Date | I have read/know how to access this policy: |
| Child Protection & Safeguarding | | |
| Anti- Bullying | | |
| Behavior Policy | | |
| Code of Conduct for Staff | | |
| Complaints Procedure | | |
| Confidential Reporting Code (whistle-blowing policy) | | |
| E Safety | | |
| Equal Opportunities | | |
| Equalities | | |
| Health and Safety | | |
| 'Keeping Children Safe in Education' | | |
| Physical Intervention (Positive Behavior Support) | | |
| Private Fostering | | |
| Separated Parents | | |
| Sex & Relationship Education | | |
| Data Protection Policies | | |
| Data Protection | | |
| IT Acceptable Use | | |
| Off-site working | | |
| Bring Your Own Device | | |
| Other Policies | | |
| Attendance | | |
| Continuing Professional Development | | |
| Cover | | |
| Curriculum | | |
| Disciplinary Procedures for Teachers | | |
| Drugs Education | | |
| Educational Visits | | |
| Early Years | | |
| Financial Regulations | | |
| Financial Roles and Responsibilities | | |
| Guidance for Safer Working Practice | | |
| Home/School Agreement | | |
| Homework | | |
| Physical Activity | | |
| SEN Policies and Procedures | | |
| Supporting Pupils with Medical Problems | | |

Leaver's checklist for _____

| Description | Completed? | Notes |
|--|------------|-------|
| Leaving Date | | |
| Resignation letter received | | |
| Leavers form sent to HR | | |
| Return equipment (key/USB stick/ID badge/laptop etc) | | |
| Remove access to email system and auto forward any emails | | |
| Exit interview | | |
| Remove access to any accounts including network profile, learning portals, safeguarding accounts, parental messaging accounts (refer to starters list for account profile) | | |

I confirm that I have returned all equipment and personal data. I will not attempt to access any accounts once I have left employment with the school. I will remove my school email account and any downloaded files from my personal devices.

Notes:

Signed:

Date:

Signed by Head teacher:

Date: