

Roaches Farm School Network

New Starter Induction Checklist

New starters to the education team, including trialled supply staff, will initially shadow experienced colleagues within the team and learn The Roaches rule structure, norms, and protocols through following the practise leadership of established colleagues.

During this shadow period the following tasks must be completed as quickly as possible:

- KCSIE – read and acknowledge receipt via teacher forum.
- Read behaviour policy.
- Read and sign code of conduct policy.
- Fire exit points and evacuation explained and pointed out.
- First Aid and Conflict resolution as soon as possible – ideally within one term of starting.

Training	Timeframe	Signed and block capitals	Limitations	Date Completed
KCSIE and working together docs	Immediate			
Behaviour policy	Immediate			
Code of conduct	Immediate			
Fire exit points	Immediate			
Individual Risk Assessments	Immediate			
Mandatory online training	Within two terms of start			
First Aid	Within two terms of start		Always be supervised offsite until F/A training conducted.	
Conflict resolution	Within two terms of start		No initiation of RPI until Conflict Resolution training conducted. Advice on shadowing restraint to be issued as soon as possible after	

			appointment.	
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Until conflict resolution training is begun, all new starters will not be able to initiate a restrictive physical intervention and must follow the lead of experienced staff if supporting. Judgements will be made about appropriate levels of supervision that a new starter can be individually responsible for before they have conducted the full training regime.

All supply staff will complete 12 weeks while employed and vetted by their supply agency. During this period the KCSIE document, behaviour policy and code of conduct must be read immediately and fire evac points should likewise be explained immediately. The new starter checklist must be updated and overseen by the site Lead.

Checklist

Name:

Date checklist started: