**LEICESTERSHIRE SECONDARY EDUCATION AND INCLUSION PARTNERSHIPS**

**Induction Checklist for Providers: Issued by** Choose an item.

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s name | Click or tap here to enter text. | Dob |  |
| Name of person inducting the student | Click or tap here to enter text. | | |
| Job role | Click or tap here to enter text. | | |

**An induction of students should be given at the beginning of the placement so that the learner is aware of the following:**

**CONTACTS**

|  |  |  |
| --- | --- | --- |
| If the student has questions or concerns whilst at the Provision s/he should speak to | Click or tap here to enter text. | |
| The Provision has explained its safeguarding policy to the student. | |  |
| The student knows that that if s/he has concerns of a safeguarding nature about staff, students and members of the public or at home they should talk to the contact a DSP | |  |
| The main DSP (Designated Safeguarding Person) at provision is: | Click or tap here to enter text. | |
| The main DSP from the commissioners of the provision is: | Click or tap here to enter text. | |

**A tour of the provision should be made.**

The student has been made aware of:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| signing in and out arrangements |  |  |
| use of security doors and CCTV |  |  |
| toilet, hand washing facilities |  |  |
| no access areas and where food and drink may/may not be consumed |  |  |
| location of barrier cream. |  |  |
| location of lockers, secure storage and/or cloakroom. |  |  |

**Fire safety**

The student has been made aware of

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| location and use of fire alarms |  |  |
| the sound of the fire alarm |  |  |
| fire procedure routes, exits and assembly point |  |  |
| their responsibility toensure that they are accounted for in case of a fire drill or incident and that the provider knows where they are during the incident or drill. |  |  |
| the location of extinguishers and other fire safety equipment. |  |  |
| Basic training for the understanding of and use of fire equipment**.** |  |  |

**Break times**

The student has been made aware of:

|  |  |  |  |
| --- | --- | --- | --- |
| break timings, the location and use of fridge for storing packed lunches, safe use of toaster, kettle etc. | **Yes** | | **Not applicable** |
| Areas for breaks and eating |  | |  |
| washing up/use of dishwasher etc |  | |  |
| and whether or not lunch will be provided |  | |  |
| **Does the learner have signed parental/carer permission to leave the site to purchase snacks etc and is the learner aware of the parental decision regarding this?** | **Yes** | **No** |  |
|  |  |
| If the learner is allowed to leave the site are they aware of the location of shops and given provision specific safety advice about crossing the road, walking through a carpark etc? |  | |  |

**First Aid and medication**

The student has been made aware of:

|  |  |  |
| --- | --- | --- |
| the location of First Aid box and location of eyewash. | **Yes** | **Not applicable** |
| the member of staff who oversees first aid. |  |  |
| Name of staff member | Click or tap here to enter text. | |
| where student’s own medication is stored |  |  |
| and who to request it from (name) | Click or tap here to enter text. | |

**Behaviour Expectations**

The student has been made aware of:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| there are clear expectations around behaviour in provision and what these are |  |  |
| alcohol and drug use is not acceptable and parent/carer and commissioner of provision will be made aware of any issues, either suspected or proven, and that there will be consequences. |  |  |
| bullying won’t be tolerated and that instances of this should be reported to contacts above |  |  |
| weapons, knives and concealed weapons will not be tolerated and that there will be consequences |  |  |
| metal detection equipment may be used |  |  |
| IT and e-safety policy is in place and the Provision has explained why it has these rules |  |  |
| IT acceptable use agreement is in place (which they may sign separately) |  |  |
| Data protection is everyone’s responsibility and that photos or details of themselves or anyone else should not be circulated without permission. |  |  |
| If he or she feel victimised or unsafe online this should be reported to the DSL named above. |  |  |
| There is a set of rules for the use phone and other electronic devices and s/he is aware of them |  |  |

**Appropriate clothing**

The student has been made aware of:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| clothing expected in the provider environment and given provision specific advice about this. |  |  |
| the location of protective clothing and when it should be worn. |  |  |

**Attendance**

The student has been made aware of:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| 100% attendance is expected at provision and this is marked first thing in the morning and first thing in the afternoon |  |  |
| absences, non-arrivals and absconding will be reported promptly to commissioning Partnership who will contact parent/carer and if they are not available it is likely the police will be contacted. |  |  |

**Rewards and reports**

The student has been made aware of:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| rewards that can be earned such as achievement certificates, phone calls home entry to raffle etc and is aware that commissioner will be advised of any rewards achieved. |  |  |
| the system of regular reports on progress, attitude and behaviour and that they are sent to the commissioner and parents/carers |  |  |

**The Prevent initiative**

**The student has been made aware of:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| The Provider’s policy on Prevent and how it will deal with any issues. |  |  |

(Government Prevent training site could be accessed for this [www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html](http://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html))

**Safety procedures which may be specific to the provider**. (E.g. not stacking things against or on top of heaters, lifting of heavy objects etc.).

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not applicable** |
| The provider will give training to students in the safe use of equipment and machinery to be used on the course |  |  |
| The student is aware of any specific rules that apply |  |  |

Student’s signature to confirm that this information has been received and understood

Signed Date

Provider’s signature to confirm that this is a true record of the Induction process

Signed Date