**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