



GREENWOOD ACADEMIES TRUST

InductionChecklist

Thank you for joining the Greenwood Academies Trust (GAT). We can assure you GAT is the place for you – somewhere where you can make a difference, to our children, colleagues and the communities we serve.

To help you settle in, we have developed an induction programme; this programme is not a one-off event but takes place over a number of sessions to ensure you are confident in carrying out the full scope of your role. It will involve input from a number of people, determined by your line manager, who is best placed to assist and supply you with the full range of relevant information, depending on your role, level of responsibility and previous work experience.

Employee Name	
Job Role/Title	
Start Date	
Academy/Directorate	
Manager Name	

If you are Academy based, it is the responsibility of the Principal, through line managers, to ensure you are properly inducted; and for Central Team colleagues, it is the responsibility of the Director, through line managers, to ensure you are properly inducted.

The following information must be supplied and/or sign-posted to you within the first two weeks of you starting.

Day 1 - Workplace Familiarisation		
Welcome and Introductions	Have you been introduced to your Line Manager?	YES/NO
	Have you been: <ul style="list-style-type: none"> • Introduced to your colleagues? • Informed of team arrangements and roles? • Allocated a buddy? 	YES/NO YES/NO YES/NO
	Have you been given, or know how to access, the Trust's 'WeAreGAT' operating model, detailing our Vision, Mission and Strategic Aims?	YES/NO
	Have you been given all appropriate forms of ID e.g, security pass and keys? - Louise Norman / Mekala France-Soar (Reception)	YES / NO
Housekeeping	Are you aware of your break times/refreshment arrangements?	YES/NO
	Have you completed the Health & Safety Induction Booklet ?	YES/NO
	<u>Layout of working area and tour of building & facilities:</u> Do you know where the following are: <ul style="list-style-type: none"> • Entry and exits, including emergency exit and fire assembly point? • Toilets, Cloakroom, Lockers (if applicable)? • Staff Room/Canteen? - collect your ParentPay letter from Louise Norman / Mekala France-Soar (Reception) 	YES/NO YES/NO YES/NO

	<p>Do you understand the:</p> <ul style="list-style-type: none"> • Emergency evacuation procedure? • Parking arrangements? • Visitor arrangements? • Building opening hours? Site opening times during term time are as follows: 06:45- 17:45 • The lone working procedures, including on and off site? 	<p>YES/NO YES/NO YES/NO YES/NO YES/NO</p>
	<p>Have you been given, and do you understand the expectations of the Staff Code of Conduct? <i>(including no smoking/vaping on or in the vicinity of site)</i></p>	<p>YES/NO</p>
	<p>Do you understand the processes of making you aware of important information for example Safeguarding, Health & Safety, First Aid <i>(physical and mental health)</i>?</p>	<p>YES/NO</p>
	<p>Do you have access to ‘Trust People’? (Our intranet site for employee resources and Trust information)</p>	<p>YES/NO</p>
Workstation / System Access	<p>Do you understand the process to make us aware of your needs in relation to workstation setting? <i>(including DSE assessment, if applicable)</i> - DSE assessments see Sue Tattershall - Science Prep Room</p>	<p>YES / NO</p>
	<p>Have you received and signed the Acceptable Use of ICT (AUP) document?</p>	<p>YES / NO</p>
	<p>Have you completed the ‘IT Induction Session for New Starters’? Accessed via this link: IT/Digital Training</p>	<p>YES / NO</p>
	<p>Have relevant departments been contacted for access to systems needed for your role? - All Staff / department emails</p>	<p>YES / NO</p>
	<p>Have you been issued a laptop, phone <i>(if applicable)</i> and any job role supplies as required? - see Madeleine Brown (Exec Principal’s PA)</p>	<p>YES / NO</p>
Onboarding Matters/ Occupational Health	<p>Have you returned your signed new starter DocuSign pack <i>(includes bank details, contract of employment etc)</i></p>	<p>YES/NO</p>
	<p>Are there any outstanding employment background checks? <i>(If yes - a risk assessment must be completed and returned to the People Directorate)</i></p>	<p>YES/NO</p>
	<p>Since applying for this role, has anything changed in your personal/professional circumstances? <i>(If yes - please provide details in the comments box at the end of this checklist)</i></p>	<p>YES/NO</p>
	<p>Any Personal Matters to address?</p>	<p>YES/NO</p>
	<p>Anything we need to be aware of from an occupational health perspective that will affect your ability to fulfil your role?</p>	<p>YES/NO</p>

Weeks 1-2 - Job Role Working Practices (relevant to academy/directorate)		
Terms and Conditions	Have you been informed about how your performance will be supported and reviewed?	YES/NO
	If applicable, have expectations for your probationary period been set?	YES/NO
	Have you been informed when your salary payments are made and how to access your payslip? See Trust People - Pay	YES/NO
	Have you seen the benefits and support you can access as an employee of the Trust? See Trust People – Support Me - support also available at local level - see Madeleine Brown (Exec Principal's PA)	YES/NO
	If applicable, have you been issued an Annual Leave sheet, detailing your leave entitlement? - only applicable for 52 week contracts	YES / NO
	Do you understand procedures for reporting sickness absence and requesting leave? - see Planned and Unplanned Leave Appendix and Staff Absence documents on the academy website	YES / NO
	Do you understand the procedure for claiming expenses?	YES / NO
	Do you know where to find CPD opportunities? See Trust People - Learning & Development pages .	YES / NO
Policies and Procedures	Do you know how to access the Trust policies and Procedures hub? via: Trust Policies - General - All Documents (sharepoint.com)	YES / NO
	Have you read and understood Safeguarding KCSIE Part 1?	YES/NO
Mandatory Training	Do you know how to access any specific online training modules that your line manager has told you are applicable to your role?	YES/NO
	Have you completed the mandatory training on Cyber Security & Data Protection? Accessed via this link: Mandatory training for all colleagues	YES/NO
	Have you completed the Health & Safety Training Session for New Starters? Accessed via this link: Health and Safety Training for New Colleagues	YES/NO
	Have you completed the mandatory Safeguarding training? This is delivered by each Designated Safeguarding Lead (DSL) in each academy.	YES/NO
Comments:		
Please sign to confirm the above has been completed		Date
Employee Signature		
Manager Signature		

Once completed please email a copy to the People Directorate at people@greenwoodacademies.org and retain the original in your training record.