



Resource 6

Staff Induction Checklist

The EYFS 2017 3.20 states that:

“Providers must ensure that all staff received induction training to help them understand their roles and responsibilities. Induction training must include information about the emergency evacuation procedures, safeguarding, child protection and health and safety issues. Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.”

If you are employing an assistant you should plan how you will induct your new member of staff into your setting, and record any discussions or issues that arise. Some of the things you should consider are:

Area for consideration	Discussions / actions	Date Completed
Staff details collected including name, address, DOB, emergency contact details, previous experience and employment details, qualification details		
Enhanced DBS check completed and clear (consider whether you will request that the member of staff apply for the update service and who will fund this)		
Two references requested and received		
EY2 form sent to Ofsted		

Letter of 'Suitability' received from Ofsted		
Qualification certificates received if applicable		
Operational Plan / Information Pack given to new staff member		
Job description and clear roles and responsibilities given and discussed		
Staff contract understood and signed		
Policies and procedures read, discussed and understood – specific discussions and clarification around child protection policies and procedures, health and safety policies and procedures and equal opportunities, inclusion and behaviour management policies and procedures.		
Staff shown around the building and the areas that are used for childminding – staff shown where belongings should be kept during working hours (including mobile phone in line with child protection policy).		
Emergency evacuation procedure and routes identified and discussed – dates for emergency evacuation practices planned		
Location of first aid boxes discussed		
Discussions around nappy changing and personal care procedures (once permitted to do so) for example where nappies should be changed,		

the use of protective clothing (disposable aprons and gloves), respecting the privacy and dignity of children, good practice with regards to safeguarding and managing allegations, cleaning procedures, disposal of nappies and how to deal with spillages.		
Discussions around food preparation and good hygiene practices Risk assessment discussed – how they are completed, who is responsible for risk assessments and the procedure to follow in the event that an unsafe piece of equipment is identified		
EYFS 2017 and other statutory guidance read and discussed		
Observation, assessment and planning cycle discussed in detail (it may be several weeks before an assistant is fully confident with this process and specific training may be needed)		
Discussion around the role of the key person and what this entails		
Learning Journeys shown and discussed		
Training discussed and planned - for example Child Protection and pediatric first aid and any other training needs as identified		
Confidentiality, GDPR and code of conduct discussed		

Individual programme of support created and discussed		
---	--	--

The induction process is not something that can or should be done overnight. It may take several weeks for an assistant to be fully inducted into your setting and into their role and it is important that you offer support and guidance and role model good practice in your setting.