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| **Induction Checklist** | | | | | |
| **Name:** | |  | **Start Date:** |  | |
|  | | | **Date**  **completed** | **Childminder signature/**  **comment/action** | **Employee signature/**  **comment/action** |
|  | **Introduction** | | | | |
|  | Tour of the premises and outdoor area | |  |  |  |
|  | Introduction to your family | |  |  |  |
|  | Introduction to staff, parents and children | |  |  |  |
|  | **Overview of role/team:** | | | | |
|  | Explain your management structure and team (if applicable) | |  |  |  |
|  | Discussion of role and expectations | |  |  |  |
|  | Dress code and conduct | |  |  |  |
|  | Working hours, breaks, lunchtimes etc. | |  |  |  |
|  | Duties/rotas | |  |  |  |
|  | Copy of existing qualifications– safeguarding, first aid, childcare | |  |  |  |
|  | Training/e-learning required to be completed | |  |  |  |
|  | **Employment and staff policies (these could be discussed)** | | | | |
|  | Written contract and employment | |  |  |  |

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|  | Code of conduct |  |  |  |
|  | Absence policy & procedure |  |  |  |
|  | Health, safety and security of premises |  |  |  |
|  | Confidentiality |  |  |  |
|  | Disciplinary and grievance |  |  |  |
|  | Supervisions and appraisals |  |  |  |
|  | Staff meetings |  |  |  |
|  | Professional development |  |  |  |
|  | Salary/pension/holiday entitlement etc. |  |  |  |
|  | Social media |  |  |  |
|  | Personal mobile phones |  |  |  |
|  | Alcohol, drugs and smoking policy |  |  |  |
|  | Staff medication |  |  |  |

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|  | Disqualifications |  |  |  |
|  | Emergency contacts |  |  |  |
|  | ID pass |  |  |  |
|  | **Safeguarding and Welfare Requirements (statutory) (Portfolio part 2)** | | | |
|  | Safeguarding Policy and Procedure (including use of mobile phones and camera, managing allegations against you or your family, protecting children at risk of radicalisation – Prevent Duty) |  |  |  |
|  | Ill or Infectious Child Procedure |  |  |  |
|  | Administering Medication Policy and Procedure (including record) |  |  |  |
|  | Emergency Evacuation Procedure and plan of home |  |  |  |
|  | Procedure for Checking the Identity of Visitors |  |  |  |
|  | Complaints Procedure |  |  |  |
|  | Uncollected Child Procedure |  |  |  |
|  | Missing Child Procedure |  |  |  |
|  | **Required Records and Guidelines (portfolio part 2)** | | | |
|  | Written record of accidents and incidents |  |  |  |
|  | Smoke alarm test record |  |  |  |
|  | Visitors book |  |  |  |

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|  | Details of public liability insurance |  |  |  |
|  | Risk assessments |  |  |  |
|  | Record of pet vaccinations and health care (if applicable) |  |  |  |
|  | Car insurance and MOT details |  |  |  |
|  | Written record of complaints |  |  |  |
|  | Copy of Ofsted registration certificate |  |  |  |
|  | Overnight care (if applicable) |  |  |  |
|  | Ofsted poster for parents |  |  |  |
|  | **Safeguarding and Welfare Requirements (non – statutory) (Portfolio part 3)** | | | |
|  | Whistle Blowing Policy |  |  |  |
|  | Play and Learning Policy |  |  |  |
|  | Healthy Food and Drink Policy |  |  |  |
|  | Behaviour Management Policy and Procedure |  |  |  |
|  | Health and Safety Policy and Procedure |  |  |  |
|  | No Smoking Policy |  |  |  |
|  | Risk Assessment Policy and Procedure |  |  |  |

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|  | Pet Policy |  |  |  |
|  | Outings Policy and Procedure |  |  |  |
|  | SEND/Equality of Opportunities Policy and Procedure |  |  |  |
|  | **Recommended Records and Guidelines (Portfolio part 3)** | | | |
|  | Lancashire Early Years Child Protection Policy |  |  |  |
|  | Guidelines on infectious diseases |  |  |  |
|  | List of poisonous plants |  |  |  |
|  | Food allergens information |  |  |  |
|  | Recommended items for your first aid kit |  |  |  |
|  | Record of evacuation drills |  |  |  |
|  | Data Protection and Freedom of Information – ICO Certificate & GDPR |  |  |  |
|  | Essential documents list (Appendix 3) |  |  |  |
|  | **Teaching, Learning and assessment (Portfolio part 5)** | | | |
|  | **Observation, assessment and planning systems:** | | | |
|  | Child’s all about me form |  |  |  |
|  | Starting points |  |  |  |

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|  | Child observation |  |  |  |
|  | Assessments including 2 year old Progress Check |  |  |  |
|  | Planning for children’s needs |  |  |  |
|  | Tracking and monitoring children’s progress |  |  |  |
|  | **Routines** | | | |
|  | Meal and snack times |  |  |  |
|  | Groups and outings |  |  |  |
|  | Partnership with parents and others |  |  |  |
|  | Environment |  |  |  |
|  | Show around of resources and play environment |  |  |  |
|  | Setting up the environment |  |  |  |
|  | Fundamental British Values |  |  |  |
|  | **Other** | | | |
|  | Children's registration form |  |  |  |
|  | Key worker system |  |  |  |
|  | Notice boards |  |  |  |

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|  | Displays |  |  |  |
|  | Quality assurance |  |  |  |
|  | Peer observations |  |  |  |
|  | Ofsted & inspections |  |  |  |

Signed (Childminder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Signed (Assistant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_