**Induction Checklist**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_ Date of Induction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read our staff handbook which is available on our website: [www.cestria.durham.sch.uk](http://www.cestria.durham.sch.uk) and complete the following checklist and return to the school office for inclusion in staff files.

**Please tick to indicate these have been read – available on our website**

* Safeguarding and Child Protection Policy and Procedure
* Keeping Children Safe in Education
* Staff Behaviour Policy (code of conduct)
* Online safety policy
* Staff Acceptable Use Policy
* Filtering/monitoring Policy
* Mobile Phone Policy
* Social Media Policy
* Whistleblowing policy
* Behaviour Policy
* First Aid Procedures
* Emergency Evacuation Procedures including Fire Safety
* Health and Safety Reporting
* Acceptable Use Policy
* Health & Safety Policy
* Whistleblowing Policy
* Low Level Concerns Policy
* Online Safety Policy

DSL: Lorraine Gowland

Deputy DSL: Nicola Bentham, Kym Robson, Gary Duncan

Upon arrival in school, please present your DBS to our office staff - Access to school will not be allowed until this has been provided.

If you require any further information, please email the school office – [s.smith105@cestria.durham.sch.uk](mailto:s.smith105@cestria.durham.sch.uk)

Signed (Employee) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Office) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_