



ETC International College

Induction Checklist

May 2024

ETC International College - Induction Checklist - Name:

Induction and tour of ETC premises will normally be carried out by the new employee's Line Manager.

<u>Topic</u>	<u>Date</u>	<u>Comments</u>
Documentation		
Welcome new employee /ID badges		
PAYE slip / P45 / P46		
National Insurance no.		
Introductions		
Introduction to Director		
Introduction to DoS / Senior teachers / Line Managers / DSL		
Introduction to other staff relevant to role		
The Building		
Toilets		
Entrances & exits		
Library		
Teachers' Room		
Notice boards		
Classrooms (incl Rooms 1, 2 , RES 2, RES 3		
Residence/ Cafe		
Fire Evacuation Routes		
The Organisation		
Organisation history		
Services and markets		
Company structure / functions		
Future plans		
The Job		
New entrant's responsibilities		
Safeguarding and Supervision		
Staff meetings / communications		
Job specification / contract		
Payment arrangements		
Lunch and coffee breaks		
Periods of notice		
Rules and regulations		
Sick leave rules / sick pay		
Absence arrangements		
Equal opportunities policy		
Data protection policy		
Disciplinary procedures		

<u>Topic</u>	<u>Date</u>	<u>Comments</u>
Grievance procedure		
Appeals		
Training		
Appraisal and review scheme		
Car parking		
Sports and social activities		
Teaching documentation		
Student registers / CLASS		
Timetables		
Schemes of work		
Lesson plans		
Records of work		
Reports		
Teaching materials		
Health and Safety		
Health and Safety hazards		
Safety rules		
Behaviour		
Smoking policy		
Fires – causes and prevention		
Fire-fighting equipment		
Fire drills and alarms		
First aid boxes / procedures		
Accident reports		
Safety representative(s)		
Emergency phone		
Other topics		

Signed: _____ (Line Manager).

Name: _____ Date: _____

Signed: _____ (New Employee).

Name: _____ Date: _____

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Updated May 2024
Next update due May 2027