



CORE Creative Education CIC

CCE021 New Staff Induction Procedure

Explore - Create - Learn – Grow

Our Staff inductions are in line with CCE008 Safer Recruitment Policy & Procedure.
To be completed by a member of the management team for each new staff member.

Staff Name:

Induction Checklist	Detail	Date	By
Application Form	Emailed in and saved		
Contacted for interview			
Interview day / time			
References requested			
References collected			
Role offered			
Role accepted			
Start date			
Days worked			
Salary confirmed			
Contracts Produced			
Contract signed			
DBS Enhanced Check			
New employee Payroll Form			
Fire Evacuation Procedure			
Safeguarding			
Policies & Procedures			
Employee Handbook			
Risk Assessment			
Animals on site			
Biosecurity			
First Aid locations			
Car parking			
Expenses & Additional hours			
Modelling behaviours			
Walkie takies			
Daily timings / routines			
Training & courses			
Smoking on site			
Clothing			
Mobile phones			
SEMH Practitioner Training			
Safeguarding Training			
Educare Mandatory Courses			