**Day one induction checklist**

Name: Start date:

Team:

|  |  |
| --- | --- |
| **Activity** | **Complete** |
| **Welcome to your first day** | **Initial and date** |
| Familiar person arranged to meet and greet on arrival |  |
| **Welcome to the organisation** |  |
| Our values, our purpose and what makes us special |  |
| All forms completed:   * DBS * Contract signed * References received * Emergency contacts * Signed workplace code of conduct |  |
| Check reasonable adjustments are in place and as needed |  |
| **Welcome to the workplace, or home** | **Initial and date** |
| When the fire alarm test occurs, evacuation assembly points and first aid |  |
| Toilet location |  |
| Where to get tea/coffee or put your lunch |  |
| Building security and out of hours working arrangements – keys, intercoms |  |
| Information on service animal or pets |  |
| Checklist of things to consider when working in the persons home |  |
| **Welcome to your team** | **Initial and date** |
| Who they are reporting to, roles and responsibilities explained |  |
| Ways of working (e.g. team meetings, one-to-one’s, shifts etc.) |  |
| Sickness, absence, and holiday procedures |  |
| What systems you should have access to |  |
| The process for lunches/breaks |  |
| Peer support arrangements |  |
| Flexible working |  |
| **Welcome to your role** | **Initial and date** |
| What the role is and how it works |  |
| Where to log things, any tablets or devices needed |  |
| Where to get materials from |  |
| How to communicate with your team |  |
| How to setup/login remotely |  |
| Use of personal smart phones, and internet browsing policies |  |
| **Welcome to supervision** | **Initial and date** |
| Meet your supervisor and understand the role of supervision |  |
| **Welcome to learning and development** | **Initial and date** |
| An overview of planned learning, development, and training |  |