Staff Induction Checklist

Day 1: Welcome & Basics

[ ]   Introduction to team

Sign: _____ Date: _____

[ ]   Tour of building (Fire exits, toilets)

Sign: _____ Date: _____

[ ]   Issue ID badge/Uniform

Sign: _____ Date: _____

[ ]   Health & Safety briefing

Sign: _____ Date: _____

Week 1: Policies & Procedures

[ ]   Safeguarding Policy read

Sign: _____ Date: _____

[ ]   Whistleblowing Policy read

Sign: _____ Date: _____

[ ]   GDPR & Confidentiality

Sign: _____ Date: _____

[ ]   Infection Control basics

Sign: _____ Date: _____

Role Specific

[ ]   Shadowing senior staff

Sign: _____ Date: _____

[ ]   Care planning system training

Sign: _____ Date: _____

[ ]   Manual handling practical

Sign: _____ Date: _____

[ ]   Medication competency (if applicable)

Sign: _____ Date: _____