

Induction checklist for students

Name:

Topic	Date completed or issued	Learner's signature	Date of signature
Occupational health clearance and CRB check			
Tour of building and facilities			
Introduction to team members			
Health and safety discussion including VDU eye check			
Confidentiality discussion and completion of confidentiality agreement			
Infection control discussion			
Practice safeguarding policy			
Security matters			
Contract of learning			
Induction programme			
Computer security / log in and issue of smart card			
Staff handbook and practice procedures and protocols			
Introduction to team and supervisor			