



CHESSWOOD JUNIOR SCHOOL

Induction Checklist ITT Students



Cohort of students:	ITT SBT1
Date of joining:	19 April - 28 May 2021
Name of ITT manager:	Chris Yelling

DAY ONE		
Topic	Cover these issues	✓ when complete
Expectations	Prior to attending, should have completed- <ul style="list-style-type: none"> • Reading on website • Student Placement Quiz • Student Placement Form • Emailed school mentor with intro and Pebble Pad access During placement <ul style="list-style-type: none"> • Behave like a teacher (make an impression – placement is first step to job interview!) • React to advice from school mentors • Follow university advice – paperwork! 	
Identity and welfare	<ul style="list-style-type: none"> • All completed DBS checks via UoB – school need to verify identity against this. • Student ID lanyards • Photographs for A3 poster • Emergency contact details (Student Placement Form on website) 	
Mentors	<ul style="list-style-type: none"> • Mentor named on spreadsheet emailed out • Mentors in split classes may be changed to single contact • Mentors should be first contact to go to with any issues • Any problems see School Lead Mentor (CY) • Still problems - University Tutor • Next - Primary Link Tutor (Elaine Cackett) 	
Safeguarding	<ul style="list-style-type: none"> • Safeguarding Leads (Sally or Jez) • Safeguarding responsibilities (never on own 1:1, keep doors open, avoid touching children) • Action following a disclosure 	
COVID-19 Risk Assessment	<ul style="list-style-type: none"> • Main points from risk assessment (2m+, face coverings, 1-way system, no touching, PPE available if required) 	
Fire and evacuation	<ul style="list-style-type: none"> • Action to take in the event of fire • Location of call points • Location of assembly point • Identity of Fire Wardens • Identity of the Emergency Co-ordinator 	



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	<ul style="list-style-type: none">• The role of staff in general• The role of the students	
Welfare facilities	<ul style="list-style-type: none">• Toilets• Staff room• Dining halls• No smoking policy• Breaks (timetable – must not mix years)<ul style="list-style-type: none">▪ DT Room and Gazebo (urn, kettle, fridge, heater)• Non-contact day due to COVID-19	
First aid (Penny)	<ul style="list-style-type: none">• Location of first aid box• Identity of first aiders• Procedure for summoning first aid• COVID-19 Lateral Flow Tests	
Security & IT (Ben)	<ul style="list-style-type: none">• Security procedures• Security access key fobs<ul style="list-style-type: none">▪ Tap in/out every day to confirm on site• Student visitor procedures• IT access and photocopiers• Electrical safety	
Other H&S	<ul style="list-style-type: none">• Car parking arrangements• Housekeeping• Sickness absence procedures• Traffic management on school site• Student handbook• Incident reporting	
Teaching	<ul style="list-style-type: none">• Small group work/interventions (finding space)• PPA cover – PE• Staff meetings (remote from class or home)• Ask if unsure	
SENDCo	<ul style="list-style-type: none">• SEND provision	