



New Employee Induction Checklist

Name of New employee

Date.....

Organisation	Done
Introduction to Colleagues	
Orientation to the School Building	
Orientation to the Moroccan culture	
Orientation to the neighborhood	
School drive account provided	
Shown basic floor plan	
Birthday added to School Calendar	
Class List shared (when available)	

Forms and Other Administrative Aspects	Done
Contract of Employment signed	
Diplomas received	
Medical Note received	
Copy of ID received	
Copy of CV received	

Health and Safety	Done
Safeguarding Policy explained	
Staff Policy explained	
Fire Policy and procedure explained	
Introduction to the nurse / First Aid on Campus	
Health and Safety & First Aid Policy explained	
Evacuation Training by Site Manager	
Code of Conduct explained	

Performance and Development	Done
Unlimited Access to Safeguarding Training	