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| --- | --- |
| **Induction Checklist** | **Placement setting:** |
| **Student’s name:** | **Mentor’s name:** |
| **Student signature** | **Mentor signature** | **Date** |
| **Organisation overview**(structure, purpose, aims, funding etc.) |  |  |  |
| **Health and safety information** |  |  |  |
| **Conditions of placement / employment****(**attendance, times, breaks etc.) |  |  |  |
| **Practical details** (keys, equipment, refreshments, building layout etc.) |  |  |  |
| **Access to resources** (ICT, photocopiers etc.) |  |  |  |
| **Specific policies / procedures** (e.g. safeguarding, smoking, dress code, equal opportunities, reporting illness etc.) |  |  |  |
| **Confidentiality** (mobile phone use, social media)  |  |  |  |
| **Legal matters**(insurance policy matters, sharing information) |  |  |  |
| **Personnel** (e.g. key people in organisation and wider community)  |  |  |  |
| **Any other relevant information shared** |  |  |  |