

**ECCE Staff Induction Checklist**

**Little Squirrels Childcare** · Updated June 2026 · Manager Fiona Tynan

Staff name:

Position:

Start date:

Manager:

Policy cross-reference Staff Handbook Programme Plan Aistear / Síolta Behaviour Support Guide

Topic / policy	Read	Discussed	Initials	Date
Safeguarding				
Children First Certificate Reviewed	<input type="checkbox"/>	<input type="checkbox"/>		
Child Safeguarding Statement Read & Understood	<input type="checkbox"/>	<input type="checkbox"/>		
DLP & Deputy DLP Introduced	<input type="checkbox"/>	<input type="checkbox"/>		
Reporting Procedures Explained	<input type="checkbox"/>	<input type="checkbox"/>		
Health & safety				
Fire & Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Accident & Incident Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Illness Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Medication Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Infection Control	<input type="checkbox"/>	<input type="checkbox"/>		
Daily Safety Checks	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor Play Supervision	<input type="checkbox"/>	<input type="checkbox"/>		
ECCE daily routine				
Preschool daily routine	<input type="checkbox"/>	<input type="checkbox"/>		
Arrival & Departure Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Snack & Mealtime Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Toileting & Personal Care	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor Play	<input type="checkbox"/>	<input type="checkbox"/>		
Transition Times	<input type="checkbox"/>	<input type="checkbox"/>		
Curriculum & planning				
Aistear Framework	<input type="checkbox"/>	<input type="checkbox"/>		
Síolta Standards	<input type="checkbox"/>	<input type="checkbox"/>		
Observations	<input type="checkbox"/>	<input type="checkbox"/>		

Topic / policy	Read	Discussed	Initials	Date
Learning Stories & Documentation	<input type="checkbox"/>	<input type="checkbox"/>		
Programme Planning Template	<input type="checkbox"/>	<input type="checkbox"/>		
Evaluation & Reflection	<input type="checkbox"/>	<input type="checkbox"/>		
Children's Voice & Interests	<input type="checkbox"/>	<input type="checkbox"/>		
Inclusion & behaviour				
Inclusion Policy	<input type="checkbox"/>	<input type="checkbox"/>		
Positive Behaviour Support	<input type="checkbox"/>	<input type="checkbox"/>		
Additional Needs Support	<input type="checkbox"/>	<input type="checkbox"/>		
AIM Support (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
Parent partnerships				
Parent Communication	<input type="checkbox"/>	<input type="checkbox"/>		
Daily Feedback	<input type="checkbox"/>	<input type="checkbox"/>		
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>		
Settling-In Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Professional practice				
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>		
Mobile Phone Policy	<input type="checkbox"/>	<input type="checkbox"/>		
Social Media Policy	<input type="checkbox"/>	<input type="checkbox"/>		
Professional Conduct	<input type="checkbox"/>	<input type="checkbox"/>		
Room orientation				
Preschool environment	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor environment	<input type="checkbox"/>	<input type="checkbox"/>		
First aid supplies	<input type="checkbox"/>	<input type="checkbox"/>		
Forms & documentation	<input type="checkbox"/>	<input type="checkbox"/>		
Resource storage	<input type="checkbox"/>	<input type="checkbox"/>		

I confirm that I have completed the above induction checklist and understand the policies and procedures outlined. **Staff: Manager: Date:**

Related documents Programme Plan Behaviour Support Guide Daily Risk Assessment

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