

Afterschool Staff Induction Checklist



Little Squirrels Childcare · Updated June 2026 · Manager Fiona Tynan

Staff name:

Position:

Start date:

Manager:

Policy cross-reference Staff Handbook Behaviour Support Guide Daily Schedule Daily Risk Assessment

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"/>		
Daily Safety Checks	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor Play Supervision	<input type="checkbox"/>	<input type="checkbox"/>		
Daily afterschool routine				
School Collection Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Attendance Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Arrival Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Snack Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Homework Support	<input type="checkbox"/>	<input type="checkbox"/>		
Activity Time	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor Play	<input type="checkbox"/>	<input type="checkbox"/>		
Collection Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Late Collection Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Programme planning				
Daily Schedule Reviewed	<input type="checkbox"/>	<input type="checkbox"/>		

Topic / policy	Read	Discussed	Initials	Date
Weekly Programme Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Activity Planning	<input type="checkbox"/>	<input type="checkbox"/>		
Programme Evaluation	<input type="checkbox"/>	<input type="checkbox"/>		
Children's Voice & Choice	<input type="checkbox"/>	<input type="checkbox"/>		
Behaviour & inclusion				
Behaviour Support Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Positive Behaviour Strategies	<input type="checkbox"/>	<input type="checkbox"/>		
Inclusion Policy	<input type="checkbox"/>	<input type="checkbox"/>		
Supporting Children with Additional Needs	<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"/>		
Parent Communication	<input type="checkbox"/>	<input type="checkbox"/>		
Professional Conduct	<input type="checkbox"/>	<input type="checkbox"/>		
Room orientation				
Indoor environment tour	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor environment tour	<input type="checkbox"/>	<input type="checkbox"/>		
First aid supplies location	<input type="checkbox"/>	<input type="checkbox"/>		
Forms & documentation	<input type="checkbox"/>	<input type="checkbox"/>		
Activity resources & 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 documentsDaily ScheduleBehaviour Support GuideDaily Risk Assessment

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