

Summer Programme Staff Induction Checklist



Little Squirrels Childcare · Updated June 2026 · Manager Fiona Tynan

Staff name:

Position:

Start date:

Policy cross-reference Staff Handbook Daily Schedule Sunscreen Record 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"/>		
Medication Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor Supervision	<input type="checkbox"/>	<input type="checkbox"/>		
Sun Safety & Sunscreen	<input type="checkbox"/>	<input type="checkbox"/>		
Water Play Safety	<input type="checkbox"/>	<input type="checkbox"/>		
Daily summer routine				
Daily Schedule	<input type="checkbox"/>	<input type="checkbox"/>		
Attendance Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Arrival & Collection Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Snack & Lunch Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Cleaning Expectations	<input type="checkbox"/>	<input type="checkbox"/>		
Programme planning				
Weekly Programme Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Daily Activity Planning	<input type="checkbox"/>	<input type="checkbox"/>		
Programme Evaluation	<input type="checkbox"/>	<input type="checkbox"/>		
Child-Led Learning & Children's Voice	<input type="checkbox"/>	<input type="checkbox"/>		
Behaviour & inclusion				
Behaviour Support Procedures	<input type="checkbox"/>	<input type="checkbox"/>		

Topic / policy	Read	Discussed	Initials	Date
Inclusion & Additional Needs	<input type="checkbox"/>	<input type="checkbox"/>		
Positive Behaviour Strategies	<input type="checkbox"/>	<input type="checkbox"/>		
Room orientation				
Indoor 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"/>		
Activity 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 Daily Schedule Sunscreen Record Daily Risk Assessment

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