



LEICESTER TIGERS *Foundation*

Leicester Tigers Foundation Learner Induction

Checklist and Induction for Alternative Provision 2020 - 2021

Learner Name

Pre Induction

Organisation (Behaviour Partnership) name sending Learner to provision:

Learner School/College (if different from above):

Pre-placement visit from Organisation sending Learner Yes / No

Name of pre-placement visitor and date of visit

Has Learner/Parent/Responsible Adult/ signed Learner Agreement Yes / No

Arrangements agreed re: daily register of Learner to be notified to Organisation Yes / No

Arrangements agreed with Organisation re breaks and lunchtimes:

Learner to remain on site during break/lunch times Yes / No

Or

Organisation gives permission for Learner to leave site during break / lunch Yes / No

Name of person who gave permission

Has the Learner attended an interview pre placement? Yes / No

Has the Organisation provided specific medical health/learning information? Yes / No

Has the Organisation shared any specific Safeguarding issues for this Learner Yes / No

Has the Organisation provided a specific Risk Assessment for this Learner? Yes / No

Has Alternative Provider identified that a specific Risk Assessment is required for this Learner? Yes / No

If Yes, has the above Risk Assessment been put in place in? N/A / Yes

Has Learner School/College provided medical information for Learner? Yes /No

Emergency contact numbers obtained for Learner's School/College? Yes / No

Emergency contact numbers obtained for Learner's family/responsible person? Yes / No

Signed for and on behalf of Alternative Provider _____

Name _____ Date _____

Learner Induction

POINTS FOR INDUCTION

This checklist identifies common points for induction, but may need modifying to suit an individual Learner's needs and/or types of activity in which the Learner may be involved. An **induction should be** ideally given during the **Learner's first day** and should include a tour of the areas in which the Learner will have access, while identifying any areas and/or equipment which are out of access for the Learner. It is recommended this document is kept for 3 years.

Where it states to sign, the relevant person for the Alternative Provision delivering this section must also sign/initial and date.

General

- **Key Tutor** - Name the key responsible person for the Learner to go to for any concerns and Learner to sign when told.

Tutor Name	
Learner to sign and date	AP staff name and date

- **Safeguarding Policy** - Explain to the Learner how this applies to them and how to raise any concerns they may have. Include awareness for Learner re other Learners, Staff, Volunteers, Members of the Public, as well as personal issues. Learner signs to say they have received and understood this discussion.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Prevent Policy** - Explain to the Learner how this is policy may affect them. Learner signs to say they have received and understood this discussion.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Designated Safeguarding Person** - Identify to the Learner, name and location of this person and Deputy and Learner to sign when told.

DSP name and location	
-----------------------	--

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Behaviour Policy/Disciplinary Procedures** - Discuss policy with the Learner. Learner signs to say they have received and understood this discussion.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Security/Safety** - To discuss with Learner security measures in place eg CCTV, policies ref signing in and leaving the site including for break and lunchtime arrangements and smoking/vaping policies. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Health & Safety issues** - General responsibilities identified with specific information and induction regarding any specific equipment to be used eg for mechanics, cooking etc. Ensure Learner aware of the importance of following any health and safety rules. Learner to sign they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **First Aid** - Explain the first aid facilities available and location and identify trained personnel. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Medication** - Explain where any required medication will be stored and the means to access this and how this will be administered. Learner to sign they understand.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Accident procedure** - Explain that all accidents must be reported and that all injuries, no matter how small, should be entered in the accident record and to whom the Learner should report any accident. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Fire Alarm** - Explain what learners should do if they discover a fire. Describe how they will know if the alarm has been raised and the procedure to follow for evacuation. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Emergency Evacuation** - Explain the procedures for emergency evacuation, including the route to be taken, use of emergency exits, assembly points and reporting procedures. It should be stressed that there should be no running during an emergency evacuation. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Welfare facilities** - Learner to be shown the toilets and washing facilities. Also show if required, where barrier creams or eye wash are available. Learner to sign to say these facilities have been shown to them.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Data/IT Policy/E-Safety** - Learner to be made aware of monitoring of access and use of internet, social media. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Mobile Phone Usage** - Learner to be made aware of protocol for using mobile phone while on the premises.. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Equal Opportunities/Diversity** - Learner to be made aware of policies. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

- **Prohibited Areas / Machinery** - During tour of building point out any areas / machinery that are prohibited to the Learner and tell them why this is the case. Learner sign to say they are aware of their responsibilities.

Learner to sign and date	AP staff name and date
--------------------------	------------------------

Record / notes of school/college/partnership visits/communication during placement

A large, empty rectangular box with a thin black border, intended for recording notes or observations during placement visits or communication.

