



Name:	Name of Team Leader:
Start Date:	Job Role:

For completion	Signed	Dated
Orientation of Houses		
Fire Induction (Via Video Call)		
Keys and Locking Up		
Alarms and House Security		
Mobile Phones and House Phones		
Visitors to the house		
Smoking		
Health and Safety Checks		
Car Checks		
Oil Tank / Electricity / Gas		
Cleaning Products and Storage		
Buying, preparing and cooking meals		
Cleaning and Maintenance		
Washing and Ironing		
House Care Plan		
Sleepover Bag and Expectations		
IT and PC Use in Houses / Social Media and Internet		
Money		
Cars		
Accident Reporting		
Mileage and Overtime		
Medication Policy and Procedures		
Activity planning and Keeping Safe		
Holiday Planning		
Rhythms and Routines / Mealtimes		

Bedtimes and Settling		
Consequences and Incentives		
School Dress and Attendance		
Homework		
Children’s Suggestion and Complaints		
Pets		
Pocket Money and Healthy Incentive		
Children’s Rooms – Privacy and Expectations		
Recording and Paperwork (All types)		
Struggles		
Running Way and Missing Persons		
Gifts and Personal Property		
Communication with key people		
Data Protection		
Mindful Intervention		
Whistleblowing		
Line of Management		
Handovers		
TOM		
TANDA		

Please outline any further learning or development needs here:

Confirmed and signed by..... (Mentor) (Date)

Confirmed and signed by..... (Mentee)..... (Date)

Confirmed and signed by..... (Manager)..... (Date)

Below is a table to be signed off by our office manager...

For completion	Signed	Dated
Online Induction Session 1		
Online Induction Session 2		
Online Induction Session 3		
Online Induction Session 4		
Online Induction Session 5		
Online Induction Session 6		
Online Induction Session 7		
Online Induction Session 8		
Online Induction Session 9		
Online Induction Session 10		
Personnel Paperwork		
Supervision Contract		
Helping Team Meeting Contract		
Driving Documents and Expectations		
Pension Scheme		
Death in Service Benefit		
ID Badge		
Social Care TV – Health and Safety		
Social Care TV – Safe administration of medication		
Social Care TV – Food Handling		
Social Care TV – Diversity and equality		
Social Care TV – Fire training		
Social Care TV – Infection Control		
Social Care TV – Safeguarding vulnerable adults		
Introduction to Key Reading		
Mandatory Training Planning		
Review with Team Leader		
Review with Manager		

Confirmed and signed by..... (Office Manager)..... (Date)