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| **First Days Checklist** | |
| **Question/action** | **Notes** |
| **Safeguarding and child welfare**  Who are the Designated Safeguarding Leads (DSLs)?  What does safeguarding procedure look like?  Where do I find the safeguarding policy?  What should you do if\_\_?  What is the procedure for fire alarms/lockdown?  Is there anything I need to know about any of the children before joining the class? |  |
| **Code of conduct**  What is the school dress code?  Go through the staff handbook.  What are the arrangements for trainees talking to parents and carers?  Which policies should I read? |  |
| **Times and practicalities**  What time should I arrive at school?  How do I get into the building?  What time should I leave school?  When are staff meetings?  What does the timetable look like?  How is Planning Preparation and Assessment (PPA) time organised? |  |

Primary School Direct