|  |
| --- |
| **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