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? | Your text here |
| 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? | Your text here |
| 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? | Your text here |