

ES05A: School Personnel/Volunteer Induction Checklist

Applicable to Community Language Schools SA and all member schools.

All new school personnel (teaching or non-teaching staff/volunteers) at Community Language Schools are required to complete and sign the School Personnel Induction Checklist.

| Name: | |
|---|--|
| Date: | |
| Role: | |
| General Induction | Provided |
| Inform about child safe environments and provide a copy of provide a copy of ES01: Child Safe Environments Policy and Procedures | <input type="checkbox"/> |
| Inform location of CLSSA Policy Manual online (Policies for Community Language Schools) | <input type="checkbox"/> |
| Inform location of CLSSA Policy Manual at school | <input type="checkbox"/> |
| Inform location of Policy Forms (especially ES02B and ES08A) | <input type="checkbox"/> |
| Provide contact details of the School Administrator and Principal | <input type="checkbox"/> |
| Inform about student supervision and safety before, during and after class hours | <input type="checkbox"/> |
| Provided with location of First Aid Kit | <input type="checkbox"/> |
| Provided a list of students with medical needs (esp. allergies) | <input type="checkbox"/> |
| Shown evacuation assembly area | <input type="checkbox"/> |
| Provided with evacuation plan | <input type="checkbox"/> |
| Inform about evacuation procedures and signals used | <input type="checkbox"/> |
| Shown where amenities are located | <input type="checkbox"/> |
| Inform about school's behaviour support strategies (refer ES35: Behaviour Support Policy and Procedure) | <input type="checkbox"/> |
| Where applicable: <ul style="list-style-type: none"> • inform about food handling and safety • inform about special needs • inform about student personal care | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Others: | <input type="checkbox"/> |



I confirm that I have read, understand, and agree to abide by CLSSA's Policy and Procedures as published and updated on CLSSA's website from time to time.

I have been made aware particularly of the below list of policies that specifically relate to child safety:

- **ES01:** Child Safe Environments Policy and Procedures
- **ES04:** Grievance and Complaints Policy and Procedures
- **ES05:** School Personnel Code of Conduct Policy
- **ES08:** Emergency and Critical Incident Policy and Procedures
- **ES14:** Working With Children Check Policy and Procedures
- **ES15:** Sexual Misconduct Policy and Guidelines
- **ES24:** Visitor and Parental Volunteer Policy
- **ES34:** Student Attendance Policy
- **ES35:** Behaviour Support Policy and Procedures

School Personnel Name: _____ Signature: _____

Principal's Name: _____ Signature: _____

Date: _____

Note: As this is a generic document for all language schools, please do not tick in the box if you have not been provided with the relevant document.

All latest policies and procedures are published on CLSSA's website and can be found at [Policies for Community Language Schools](#)