

<b>Arrangements for the induction of newly appointed Intervention &amp; Prevention Teachers will be made by their line manager. This checklist is designed to support these arrangements.</b>	
<b>Activity</b>	<b>Date completed</b>
<b>Prior to start date where possible</b>	
<b>Ask line manager to arrange for a request to be submitted for an ID Badge <a href="https://cmswebshop.corp.xerox.com/Aberdeen/">https://cmswebshop.corp.xerox.com/Aberdeen/</a></b>	
<b>Weeks 1 - 2</b>	
Ask line manager / school administrator to log into IT Hub/AskFred > Account Setup > New Corporate Account to request <ul style="list-style-type: none"> <li>the same data access as one of the other Intervention &amp; Prevention Teachers</li> <li>a laptop for new post</li> <li>mobile phone</li> </ul>	
Contact <a href="mailto:GlowAdmin@aberdeenshire.gov.uk">GlowAdmin@aberdeenshire.gov.uk</a> request a Glow account and access to Intervention & Prevention Teachers' Glow tile	
Create Aberdeenshire Learning Development Online (ALDO) account and complete the following mandatory training as soon as possible <ul style="list-style-type: none"> <li>Corporate Induction</li> <li>Cyber Security</li> <li>General Data Protection Regulation (GDPR) Awareness Course</li> <li>Prevent</li> <li>Respecting Diversity</li> <li>Equalities – What Does It Mean for Me?</li> <li>Child Protection Basic Awareness</li> </ul>	
Ask line manager for <ul style="list-style-type: none"> <li>list of head teachers and schools in the cluster</li> <li>contact details of Intervention &amp; Prevention Teacher Team's line manager.</li> <li>dates and venues for Intervention &amp; Prevention Team meetings</li> <li>name of school's Child Protection Co-ordinator and protocols to be followed in the event of a suspected Child Protection situation</li> </ul>	
Familiarise with Intervention & Prevention Teacher Guidelines	
Contact <a href="mailto:marian.youngson@aberdeenshire.gov.uk">marian.youngson@aberdeenshire.gov.uk</a> to request <ul style="list-style-type: none"> <li>contact details of other Intervention &amp; Prevention Teachers</li> </ul> <p>Contact Intervention &amp; Prevention teacher in neighbouring cluster in order to arrange opportunities for job shadowing and peer support.</p>	

Contact schools in the cluster and arrange visits to meet the head teachers	
<b>Within 4 weeks</b>	
Complete Complaint Handling and Customer Service course on ALDO	
Identify relevant training opportunities on ALDO	
Familiarise with Intervention & Prevention resources in schools and on Intervention & Prevention Teachers' shared drive on laptop	
<b>Within 6 months</b>	
Familiarise with <a href="#">GIRFEC Website</a> and identify training opportunities	
Familiarise with <a href="#">ASN policies, guidance and planning documentation</a> e.g. <ul style="list-style-type: none"> <li>• Child Protection Guidance and Advice</li> <li>• Individual Education Plans</li> <li>• Learning Pathways Plus</li> <li>• Part timetables</li> <li>• Review Meetings</li> <li>• Total Communication</li> </ul>	
Familiarisation with <a href="#">Aberdeenshire HR &amp; OD Policies</a> e.g. <ul style="list-style-type: none"> <li>• Mandatory Code of Practice: Bring Your Own Device (BYOD)</li> <li>• Social Media</li> <li>• Travel and Subsistence Procedure</li> <li>• Zero Tolerance</li> </ul>	
Familiarise with <a href="#">Aberdeenshire LNCT's agreements</a> e.g. <ul style="list-style-type: none"> <li>• Guidance for Schools on Working Time and Collegiate Activities</li> <li>• Guidelines for Additional Support for Learning Teachers</li> <li>• Physical Intervention Policy for Educational Establishments (this is being updated)</li> </ul>	
Familiarisation with Aberdeenshire policies e.g. <ul style="list-style-type: none"> <li>• Educational Excursions <a href="http://www.aberdeenshire.gov.uk/schools/outdoor/">http://www.aberdeenshire.gov.uk/schools/outdoor/</a></li> <li>• Health and Safety</li> </ul>	