**Appendix 1**

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| **Arrangements for the induction of newly appointed Nature Nurture Practitioners will be made by their line manager. This checklist is designed to support these arrangements.** | |
| **Activity** | **Date completed** |
| **Prior to start date where possible** |  |
| **Ask line manager to arrange for a request to be submitted for an ID Badge** [**https://cmswebshop.corp.xerox.com/Aberdeen/**](https://cmswebshop.corp.xerox.com/Aberdeen/) |  |
| **Weeks 1 - 2** | |
| Ask line manager / school administrator to log into IT Hub/AskFred > Account Setup > New Corporate Account to request   * the same data access as one of the other Nature Nurture Practitioners * a corporate laptop for new post * mobile phone |  |
| Create Aberdeenshire Learning Development Online (ALDO) account and complete the following mandatory training as soon as possible   * Corporate Induction * Cyber Security * General Data Protection Regulation (GDPR) Awareness Course * Prevent * Respecting Diversity * Equalities – What Does It Mean for Me? * Child Protection Basic Awareness |  |
| Ask line manager for   * list of head teachers and schools in the cluster * name of school’s Child Protection Co-ordinator and protocols to be followed in the event of a suspected Child Protection situation * IPT Teacher / Nurture Teacher contact details |  |
| Ask line manager to contact Inclusion Equity & Wellbeing Team to request   * Nature Nurture training * Risk Assessment training |  |
| Familiarise with Nature Nurture Practitioners Guidance for Schools |  |
| Complete training session on Evaluations and Forest School Toolkit |  |
| Access information on training delivered by the Educational Psychology Service on universal and targeted nurturing approaches <https://blogs.glowscotland.org.uk/as/aberdeenshireeps/> |  |
| Contact [marian.youngson@aberdeenshire.gov.uk](mailto:marian.youngson@aberdeenshire.gov.uk) to request   * to be added as a member to Nature Nurture Practitioners MS Teams * contact details of other Nature Nurture Practitioners   Contact Nature Nurture Practitioner in neighbouring cluster in order to arrange opportunities for job shadowing and peer support. |  |
| Familiarise with location of key outdoor areas where work will take place |  |
| Familiarise with Education and Children’s Services Accident and Incident Reporting process and procedures |  |
| **Within 4 weeks** | |
| Familiarise with Nature Nurture Practitioners resources in schools and in Nature Nurture Practitioners MS Teams on laptop |  |
| Familiarise with evaluation process |  |
| Familiarise with [GIRFEC Website](http://www.girfec-aberdeenshire.org/) and identify training opportunities |  |
| Familiarise with [ASN policies and guidance](http://asn-aberdeenshire.org/) e.g.   * Child Protection Guidance and Advice * News / Events / CLPL |  |
| Familiarisation with [Aberdeenshire HR & OD Polices](http://arcadialite.aberdeenshire.gov.uk/?cat=3) e.g.   * Mandatory Code of Practice: Bring Your Own Device (BYOD) * Social Media * Travel and Subsistence Procedure * Zero Tolerance |  |
| Familiarisation with Aberdeenshire policies e.g.   * Health and Safety |  |
| **Within 8 – 12 weeks** | |
| Complete ‘Supporting Nurturing Approaches’ universal training delivered by the Educational Psychology Service |  |