**Appendix 1**

|  |
| --- |
| **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 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  |  |