

Arrangements for the induction of newly appointed Intervention & Prevention Teachers 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/	
Weeks 1 - 2	
Ask line manager / school administrator to log into IT Hub/AskFred > Account Setup > New Corporate Account to request <ul style="list-style-type: none"> the same data access as one of the other Intervention & Prevention Teachers a laptop for new post mobile phone 	
Contact GlowAdmin@aberdeenshire.gov.uk 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"> 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 <ul style="list-style-type: none"> list of head teachers and schools in the cluster contact details of Intervention & Prevention Teacher Team's line manager. dates and venues for Intervention & Prevention Team meetings name of school's Child Protection Co-ordinator and protocols to be followed in the event of a suspected Child Protection situation 	
Familiarise with Intervention & Prevention Teacher Guidelines	
Contact marian.youngson@aberdeenshire.gov.uk to request <ul style="list-style-type: none"> contact details of other Intervention & Prevention Teachers <p>Contact Intervention & 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	
Within 4 weeks	
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	
Within 6 months	
Familiarise with GIRFEC Website and identify training opportunities	
Familiarise with ASN policies, guidance and planning documentation e.g. <ul style="list-style-type: none"> • Child Protection Guidance and Advice • Individual Education Plans • Learning Pathways Plus • Part timetables • Review Meetings • Total Communication 	
Familiarisation with Aberdeenshire HR & OD Policies e.g. <ul style="list-style-type: none"> • Mandatory Code of Practice: Bring Your Own Device (BYOD) • Social Media • Travel and Subsistence Procedure • Zero Tolerance 	
Familiarise with Aberdeenshire LNCT's agreements e.g. <ul style="list-style-type: none"> • Guidance for Schools on Working Time and Collegiate Activities • Guidelines for Additional Support for Learning Teachers • Physical Intervention Policy for Educational Establishments (this is being updated) 	
Familiarisation with Aberdeenshire policies e.g. <ul style="list-style-type: none"> • Educational Excursions_ http://www.aberdeenshire.gov.uk/schools/outdoor/ • Health and Safety 	