

Enhanced Provision Outreach Practitioner Induction Checklist

<p>Arrangements for the induction of newly appointed Enhanced Provision Outreach Practitioner will be made by their line manager (Primary Enhanced Provision Head Teacher).</p> <p>This checklist is designed to support these arrangements.</p>	
Activity	Date completed
Prior to start date where possible	
<p>Ask line manager to arrange for a request to be submitted for an ID Badge https://cmswebshop.corp.xerox.com/Aberdeen/</p> <p>Ask line manager / school administrator to log into IT Hub > Quick Links > Account Guidance > New Corporate Account to request</p> <ul style="list-style-type: none"> the same data access as one of the other Enhanced Provision Outreach Practitioners a corporate laptop for new post provided by the ASL Cluster budget 	
Weeks 1 - 2	
<p>Create an Aberdeenshire Learning Development Online (ALDO) account.</p> <p>Familiarise self with the Aberdeenshire mandatory training, including the Child Protection in Education Professional Learning Framework as stated in the Enhanced Provision Outreach Practitioner Professional Learning Framework.</p>	
<p>Familiarise self with the Aberdeenshire Child Protection Guidance and ensure that you know the name of the Child Protection Coordinator of each school that you will be working in, including how to contact them if you have a child protection concern.</p>	
<p>Familiarise self with the Enhanced Provision Outreach Practitioner Practice Guidance and Professional Learning Framework.</p>	
<p>Contact ecs.asnadmin@aberdeenshire.gov.uk to request</p> <ul style="list-style-type: none"> contact details of other Enhanced Provision Outreach Practitioners <p>Termly networking meetings for Enhanced Provision Outreach Practitioners will be arranged by the Inclusion, Equity and Wellbeing Team.</p>	



Within 4 weeks	
Familiarise self with the Practitioner section of the GIRFEC Website	
Familiarise self with the Aberdeenshire Additional Support Needs, Inclusion, Equity and Wellbeing website, including: <ul style="list-style-type: none"> • Aberdeenshire Play Pedagogy Hub • Policies and Guidance, e.g. <ul style="list-style-type: none"> ○ Relationships, Learning and Behaviour Interim Guidance ○ Enhanced Provision Support in Primary Schools Guidance 	
Familiarise self with: <ul style="list-style-type: none"> • HR People Services <ul style="list-style-type: none"> • Mandatory Code of Practice: Bring Your Own Device (BYOD) • Social Media • Travel and Subsistence Procedure • Zero Tolerance • Health Safety and Wellbeing Guidance and Information <ul style="list-style-type: none"> • Accident/Incident Reporting • Health and Safety 	