



## Pupil Support Worker (Complex Needs)

### Induction Checklist

Arrangements for the induction of newly appointed Pupil Support Workers (Complex Needs) will be made by their line manager (PT ASL) and in conjunction with the Primary Head Teacher of the integrated Complex Needs Provision.

This checklist is designed to support these arrangements.

Activity	Date completed
<b>Prior to start date where possible</b>	
<p><b>Ask line manager to arrange for a request to be submitted for an ID Badge</b> <a href="https://cmswebshop.corp.xerox.com/Aberdeen/">https://cmswebshop.corp.xerox.com/Aberdeen/</a></p> <p>Ask line manager / school administrator to log into IT Hub/AskFred &gt; Account Setup &gt; New Corporate Account to request</p> <ul style="list-style-type: none"> <li>• the same data access as the other Pupil Support Workers</li> <li>• a corporate laptop for new post provided by the ASL Cluster Budget</li> </ul>	
<b>Weeks 1 - 2</b>	
<p>Create Aberdeenshire Learning Development Online (ALDO) account. Familiarise self with the Aberdeenshire mandatory training including the <a href="#">Child Protection in Education Professional Learning Framework</a> as stated in the Pupil Support Worker (Complex Needs) Professional Learning Framework.</p>	
<p>Ask line manager and Head Teacher of Primary integrated Complex Needs Provision for</p> <ul style="list-style-type: none"> <li>• name of each school's Child Protection Co-ordinator and protocols to be followed in the event of a suspected Child Protection situation</li> <li>• information on the specific procedures and practices of the Complex Needs Provision</li> <li>• information on specific pupils who have been identified to work with the Pupil Support Worker (Complex Needs)</li> <li>• priority training requirements that need completed to support the specific needs of particular pupils</li> </ul>	
Familiarise self with the <a href="#">Aberdeenshire Child Protection Guidance</a>	
Familiarise self with Pupil Support Worker (Complex Needs) Practice Guidance and Professional Learning Framework	



From mountain to sea

<b>Within 4 weeks</b>	
Familiarise self with the Practitioner section of the <a href="#">GIRFEC Website</a>	
Familiarise self with <a href="#">Aberdeenshire’s Additional Support Needs, Inclusion, Equity and Wellbeing Website</a> including: <ul style="list-style-type: none"> <li>• Aberdeenshire Play Pedagogy Hub</li> <li>• Policies and Guidance e.g               <ul style="list-style-type: none"> <li>○ Aberdeenshire Framework for Pupils with Significant and Complex Needs,</li> <li>○ Intimate Care Guidance,</li> <li>○ Relationships Learning and Behaviour Interim Guidance,</li> <li>○ Supporting Children and Managing Medicines in Educational Establishments,</li> <li>○ Complex Needs Provision Guidance,</li> <li>○ Moving and Handling Guidance,</li> <li>○ Planning for a Pupil with ASN, PEEP and Risk Assessment Guidance</li> </ul> </li> </ul> (this list is not exhaustive however it is recommended that these are initially prioritised)	
Familiarise self with: <a href="#">HR People Services</a> <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> <a href="#">Health Safety and Wellbeing Guidance and Information</a> <ul style="list-style-type: none"> <li>• Accident/Incident Reporting</li> <li>• Health and Safety</li> </ul>	