



## Pupil Wellbeing Worker (Primary)

### Induction Checklist

<p><b>Arrangements for the induction of newly appointed Pupil Wellbeing Worker (Primary) will be made by their line manager (Primary Enhanced Provision Head Teacher).</b></p> <p><b>This checklist is designed to support these arrangements.</b></p>	
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 <a href="https://cmswebshop.corp.xerox.com/Aberdeen/">https://cmswebshop.corp.xerox.com/Aberdeen/</a></b></p> <p>Ask line manager / school administrator to log into IT Hub &gt; Quick Links &gt; Account Guidance &gt; New Corporate Account to request</p> <ul style="list-style-type: none"> <li>• the same data access as the other Pupil Wellbeing Workers</li> <li>• a corporate laptop for new post provided by the ASL Cluster budget</li> </ul>	
<b>Weeks 1 - 2</b>	
<p>Create an Aberdeenshire Learning Development Online (<b>ALDO</b>) account.</p> <p>Familiarise self with the Aberdeenshire mandatory training, including the <a href="#">Child Protection in Education Professional Learning Framework</a> as stated in the Pupil Wellbeing Worker (Primary) Professional Learning Framework.</p>	
<p>Familiarise self with the <a href="#">Aberdeenshire Child Protection Guidance</a> 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 Pupil Wellbeing Worker (Primary) Practice Guidance and Professional Learning Framework.</p>	
<p>Contact <a href="mailto:ecs.asnadmin@aberdeenshire.gov.uk">ecs.asnadmin@aberdeenshire.gov.uk</a> to request</p> <ul style="list-style-type: none"> <li>• to be added to the Pupil Wellbeing Worker PSG list</li> <li>• contact details of other centrally funded Pupil Wellbeing Workers</li> </ul>	
<b>Within 4 weeks</b>	
<p>Familiarise self with the Practitioner section of the <a href="#">GIRFEC Website</a></p>	
<p>Familiarise self with Aberdeenshire's <a href="#">Additional Support Needs, Inclusion, Equity and Wellbeing</a> website, including</p> <ul style="list-style-type: none"> <li>• Policies and Guidance, e.g.</li> </ul>	



○ Relationships, Learning and Behaviour Interim Guidance	
<p>Familiarise self with:</p> <p><a href="#">HR People Services</a></p> <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> <p><a href="#">Health Safety and Wellbeing Guidance and Information</a></p> <ul style="list-style-type: none"> <li>• Accident/Incident Reporting</li> <li>• Health and Safety</li> </ul>	