



Pupil Wellbeing Worker (Secondary)

Induction Checklist

<p>Arrangements for the induction of newly appointed Pupil Wellbeing Worker (Secondary) will be made by their line manager (Secondary DHT Pupil Support)</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 the other Pupil Wellbeing Workers • 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 Pupil Wellbeing Worker (Secondary) 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 Pupil Wellbeing Worker (Secondary) Practice Guidance and Professional Learning Framework.</p>	
<p>Contact ecs.asnadmin@aberdeenshire.gov.uk to request</p> <ul style="list-style-type: none"> • to be added to the Pupil Wellbeing Worker (Secondary) PSG list • contact details of other centrally funded Pupil Wellbeing Workers 	
Within 4 weeks	
<p>Familiarise self with the Practitioner section of the GIRFEC Website</p>	
<p>Familiarise self with Aberdeenshire's Additional Support Needs, Inclusion, Equity and Wellbeing website, including</p>	



<ul style="list-style-type: none"> • Policies and Guidance, e.g. <ul style="list-style-type: none"> ○ Relationships, Learning and Behaviour Interim Guidance 	
<p>Familiarise self with:</p> <p>HR People Services</p> <ul style="list-style-type: none"> • Mandatory Code of Practice: Bring Your Own Device (BYOD) • Social Media • Travel and Subsistence Procedure • Zero Tolerance <p>Health Safety and Wellbeing Guidance and Information</p> <ul style="list-style-type: none"> • Accident/Incident Reporting • Health and Safety 	