

## Induction Checklist

Welcome to Richmond!

The purpose of the film and the induction process is to provide you with a clear understanding of the London Borough of Richmond upon Thames, the borough you have chosen to work for.

This induction process aims to give you:

- A clear understanding of the London Borough of Richmond upon Thames' vision with regards to children, young people and families
- Greater confidence and clarity
- An outline of essential knowledge and skills
- A level of standardisation
- Safeguarding awareness
- Equality and Diversity awareness
- Data security protocols

Date	Activity	Tick when complete
	'Welcome to Richmond' video	
	Safeguarding awareness E learning	
	Data protection E learning	
	Equality and Diversity E learning	
	ID pass	
	Received Personal development folder	

'I have completed and understood the induction process'

Signed.....Print Name.....

Date.....

Please retain this in your Personal development folder