

CAREDEMY

Employer Induction Checklist

This template has been created by Caredemy to help health and social care providers plan, record and evidence staff inductions. Adapt it to reflect your organisation's policies, roles and local procedures.

Find more free resources, compliance guides and accredited online training at www.caredemy.co.uk

Employee Name		Job Role	
Start Date		Manager	
Service / Location		Review Date	
Induction Item	Completed	Evidence / Notes	Initials
Welcome & organisation overview			
Employment paperwork completed			
Policies & procedures explained			
Health & Safety			
Fire Safety & evacuation			
Safeguarding Adults			
Safeguarding Children (if applicable)			
Infection Prevention & Control			
Moving & Handling (if applicable)			
Medication awareness (if applicable)			
Data Protection / Confidentiality			
Equality, Diversity & Inclusion			
Mental Capacity Act / DoLS			
Care Certificate requirements discussed			
Mandatory training assigned			
Shadowing completed			
Competency observations			
Emergency procedures			
Documentation / care records			
Local procedures			
Induction completed and signed off			

Manager Declaration

I confirm that this induction has been completed to the required standard and that any outstanding actions have been documented.

Manager Signature: _____ Date: _____

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