**EXTERNAL TUTOR INDUCTION CHECKLIST**

**ST PIUS X HIGH SCHOOL, ADAMSTOWN**

\* This form is to be completed by the Principal or Principal’s Nominee at an interview with the External Tutor before the Tutor commences working at the school. In the case of Tutors who regularly visit the school, a full site induction is only necessary once (the first time the Tutor works at the school) or when changes have taken place to the school site that may affect the Tutor’s work.

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| --- | --- |
| **Site** | **St Pius X HS Adamstown** |
| **External Tutor’s Name**  |  |
| **Type of Tutoring** |  |
| **Date** |  |

|  |  |
| --- | --- |
|  | **Completed** |
| 1. External Tutor Code of Conduct at St Pius | Yes |
| 2. Emergency procedures | Yes |
| 3. Hazard and Incident reporting procedures | Yes |
| 4. First Aid, personnel and facilities | Yes |
| 5. Use of Personal Protective Equipment (PPE) | Yes |
| 6. Security and Access arrangements | Yes |
| 7. Hazardous Substances on site | Yes |
| 8. WWCC verified by Diocesan HR | Yes |
| 9. Have provided details to Reception for inclusion on Approved Contractor list. | Yes |

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| --- | --- |
| External Tutor being inducted | Name:Signature: |
| Principal and/or Nominee | Name: Signature: |
| Date Approved: |  In force until: |

*The Principal or Principal’s Nominee is to maintain completed records.*