**Day 1 checklist**

[ ]  Accessing the building, security, signing in and out

[ ]  Familiarisation with the work environment – toilets and so on

[ ]  Ethos and structure of organisation / work setting

[ ]  Principles and values of the sector

[ ]  Health and safety including first aider, fire evacuation procedures

[ ]  Infection prevention and control

[ ]  Use of PPE

[ ]  Data protection / confidentiality

[ ]  Safeguarding

[ ]  Role and responsibilities

[ ]  Any applicable codes of conduct and professional practice

[ ]  Range and roles of other workers and other agencies a learner may come into contact with

[ ]  Reporting concerns

[ ]  Break times

[ ]  Use of mobile phones

[ ]  Use of social media

[ ]  Smoking, alcohol and drugs