

Trauma-responsive Induction Checklist for New Staff

- ☐ Ensure the new starter has all the important information in good time before their first day (i.e.: start date and times, dress code, lunch arrangements, timing for breaks throughout the day, key dates, who to ask for on arrival). Acknowledge how overwhelming and confusing starting a new job can be – and that
- ☐ Ensure the relevant team(s) is aware of them joining and are involved in planning a warm welcome. Consider giving the new starter a buddy.
- ☐ Check how the new starter would like to be introduced, how their name is pronounced and their preferred pronouns.
- ☐ Arrange all appropriate practicalities: technology, ID passes, inductions, adding the person to relevant mailing lists, etc.
- ☐ Set reasonable expectations, role definitions and during their first week reinforce that it is okay and expected for them to ask questions and need things repeated or refreshed.
- ☐ Introduce the new starter to trauma responsive practice and the culture of the workplace. Explain why it is relevant to them and how their role is key. Talk about ways of seeking support for any experiences of micro-expressions, microaggressions, bullying and other discriminatory behaviours. Highlight plans to discuss any personal triggers they may have at a future date when they have settled into their role more.
- ☐ Spend time getting to know them, creating a development plan with goals and objectives. Set up a wellbeing action plan with them early on.
- ☐ Ask them if there is anything else that would make them feel welcomed and regulated