



FlexiLearnHub

Knowledge Hub

Professional Resources for Care, Catering & Hospitality

FREE KNOWLEDGE HUB RESOURCE

Care Home New Starter Induction Checklist

Knowledge Hub Resource 001

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www.flexilearnhub.com

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About This Resource

Care Home New Starter Induction Checklist - Helping New Employees Start with Confidence

A well-planned induction helps new employees settle into their role, understand workplace expectations and develop the confidence to deliver safe, compassionate and person-centred care from day one.

This checklist has been developed by **FlexiLearnHub** to provide care home managers and employers with a practical resource that supports a consistent and organised staff induction process.

It can be adapted to complement your organisation's own policies, procedures, induction programme and training requirements.

Purpose of this Resource

This checklist helps organisations to:

- ✓ Welcome new employees professionally
- ✓ Promote a structured induction process
- ✓ Introduce key workplace policies and procedures
- ✓ Support safe working practices
- ✓ Record completed induction activities

Suitable For

- Residential Care Homes
- Nursing Homes
- Dementia Care Services
- Home Care Providers
- Supported Living Services

Important Information

This resource should be used alongside your organisation's own policies, procedures and mandatory training. It is designed to support your induction process and does not replace formal training or regulatory requirements.

Continue Learning

Explore more free resources and CPD-accredited online training at: www.flexilearnhub.com

New Employee Information & Induction

Complete this page before beginning the induction checklist.

Employee Details

Field	Information
Employee Name	
Job Title	
Department	
Start Date	
Probation Review Date	
Line Manager	
Induction Completed By	

Emergency Contact

Field	Information
Contact Name	
Relationship	
Telephone Number	

Induction Overview

Please tick each section as it is completed.

Activity	Completed ✓	Date	Initials
Employee welcomed to the organisation	☐		
Tour of the workplace completed	☐		
Introduced to colleagues	☐		
Uniform / dress code explained	☐		
Staff facilities shown	☐		
Fire exits identified	☐		

Notes

New Employee Induction Checklist – Part 1

Complete each section as the induction progresses. Tick each item when completed and record the date and initials where appropriate.

Organisation & Workplace

Induction Activity	✓	Date	Initials
Welcome to the organisation	☐	_____	_____
Organisation values explained	☐	_____	_____
Job role and responsibilities discussed	☐	_____	_____
Staff handbook issued	☐	_____	_____
Uniform and dress code explained	☐	_____	_____
Tour of the workplace completed	☐	_____	_____
Introduced to colleagues	☐	_____	_____

Health & Safety

Induction Activity	✓	Date	Initials
Fire safety procedures explained	☐	_____	_____
Fire exits identified	☐	_____	_____
Accident reporting procedure explained	☐	_____	_____
First aid arrangements explained	☐	_____	_____
Manual handling awareness discussed	☐	_____	_____
Personal protective equipment (PPE) explained	☐	_____	_____

Security & Confidentiality

Induction Activity	✓	Date	Initials
Confidentiality requirements explained	☐	_____	_____
Data protection responsibilities discussed	☐	_____	_____
Staff identification/security procedures explained	☐	_____	_____

Notes

New Employee Induction Checklist – Part 2

Continue completing each section as the induction progresses. Tick each item when completed and record the date and initials where appropriate.

Care Standards

Induction Activity	✓	Date	Initials
Person-centred care explained	☐	_____	_____
Dignity and respect discussed	☐	_____	_____
Safeguarding responsibilities explained	☐	_____	_____
Confidentiality reinforced	☐	_____	_____
Professional boundaries discussed	☐	_____	_____

Mandatory Training

Induction Activity	✓	Date	Initials
Mandatory training requirements explained	☐	_____	_____
Training schedule issued	☐	_____	_____
Supervision arrangements explained	☐	_____	_____
Probation process discussed	☐	_____	_____

Policies & Procedures

Induction Activity	✓	Date	Initials
Absence reporting procedure explained	☐	_____	_____
Complaints procedure explained	☐	_____	_____
Whistleblowing policy explained	☐	_____	_____
Equality, diversity and inclusion discussed	☐	_____	_____

Manager Declaration

I confirm that the above induction has been completed and discussed with the employee.

Manager Name

Signature

Date

Employee Name

Employee Signature

Date

Notes

Continue Your Professional Development

Learning doesn't stop after induction. Ongoing training helps employees build confidence, maintain professional standards and continue developing the knowledge and skills needed to provide safe, effective and compassionate care.

FlexiLearnHub offers a growing library of professional online training courses and free workplace resources designed to support care, catering and hospitality professionals throughout their careers.

Recommended Training

Consider expanding your knowledge with courses including:

- ✓ Dementia Awareness
 - ✓ Safeguarding Adults
 - ✓ Infection Prevention & Control
 - ✓ Health & Safety in Care
 - ✓ End of Life Care Awareness
 - ✓ Moving & Handling Awareness
 - ✓ Nutrition & Hydration
 - ✓ Food Safety & Hygiene Level 2
 - ✓ HACCP Level 2
 - ✓ Dysphagia Awareness & the IDDSI Framework
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Explore More Free Resources

Visit the FlexiLearnHub Knowledge Hub for additional:

- Practical workplace checklists
 - Awareness guides
 - Professional advice sheets
 - Training articles
 - Downloadable resources
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About FlexiLearnHub

FlexiLearnHub provides professional online learning, downloadable workplace resources and CPD-accredited training to support organisations and individuals working within the care, catering and hospitality sectors.

Our mission is to make professional learning accessible, practical and affordable while helping employers promote safer working practices, workplace compliance and continuous professional development.

Visit Us Online www.flexilearnhub.com



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