



Pupil Induction - Health and Safety Checklist

Welcome to The Key! Here are some important pieces of information for you, but if you have any questions don't forget to ask.

Adults at the key	*Tick off each point as the pupil is shown around the setting.
Your key teacher	✓
The rest of the staff at the key that will also help to look after you.	
The Designated Safeguarding teachers	
What do the Designated Safeguarding teachers do?	
The first aider	
Our building and surrounding areas	✓
We are on the site of Park Gate School.	
We have a separate building to the main school	
There is a fobbed door and gate to keep you safe, only adults at The Key can use it	
The toilets are near the kitchen – just ask to go.	
There are three classrooms, they look similar to your classrooms at school	
There is a reflection room, this is a safe space. Sometimes an adult will support you in the reflection room if you need a little bit of time away from the other children.	
There is an office, where important information and items are kept, you must only go into the office if you are with an adult.	
The playground is at the front of the key, I will show you where you are allowed to play	
We also have a set of tyres you can play on when your teacher says it is okay	
We use the main school for PE, lunches, assemblies, and performances, I will show you where we enter/exit	
Keeping you safe	✓
We follow the key rules – be safe, be willing, be respectful	
We have an Ipad at the front door, this is to sign in and out when you arrive and leave. Visitors and teachers sign in and out on the Ipad too.	
We leave our shoes at the door, you can bring your slippers!	
We have gated access to the building, which can only be opened by an adult.	
On hearing the fire alarm, we give you instructions calmly and take you to the playground. We will practice this when you start.	
We will always listen to you	
At the end of the day, an adult from the Key will walk you to your grown up and tell them about your day.	

