**Project Induction Checklist**

**Brief and Contract**

* Is there a clear brief?
* Am I clear about the aims of the project?
* Are the rates of pay appropriate?
* Has adequate allowance been made for paid planning and preparation time?
* Is there a contract in place?

**Participant needs**

* Do I understand the needs of the participants?
* Are there any individual needs that I need to be aware of?
* Are there any safeguarding protocols that I need to be aware of?
* Have I risk assessed my planned activity with the participant group in mind?
* How many participants will be in the group and do I feel competent to manage a group of this size?

**Support and Supervision**

* Who will support me if needed?
* Do I need supervision while working on the project?
* Is anyone available for a debrief if I have concerns about anything?
* Are there any procedures for supporting lone working if required?

**Venue**

* Is the venue for the work appropriate?
* Is there space to store project materials?
* Is there somewhere to safely store my belongings?
* Will I need keys to unlock? Or who will unlock?
* Are there any access issues to the venue? Is it on the ground floor? Is there a lift?
* Have I carried out a risk assessment of the venue?
* Will I have access to equipment: telephone, photocopier
* Will refreshments be provided or are they accessible nearby?
* Where are the toilets?
* Is there disabled access / disabled toilet?

**Organisational protocols and procedures**

* Who do I report to?
* Who has overall responsibility for this project?
* Am I clear about respective roles and responsibilities?
* Do I have key contacts and telephone numbers in case of need?
* Are there any risk assessments of my processes or materials that I need to carry out specific to the participant group?

**Practical Needs**

* Do I need a map / site orientation?
* Is there any car parking / parking permit available?
* Will I be able to transport equipment and materials from carpark to venue?
* Do I need an ID badge?

**Health and Safety**

* Are there any infection control requirements that I need to be aware of?
* Might any of my materials prove unsafe in this context?
* Do my materials or equipment need to be approved or PAT tested?
* Am I aware of fire procedures, drills, exits etc?
* Who is responsible for first aid?
* Do I need to carry any insurance to deliver this work?
* Am I expected to be DBS checked?
* Is there any training I need to ensure that I am competent to work in this setting or with these participants?

**Record keeping**

* Am I required to keep records?
* Are there any consent and confidentiality requirements that I need to be aware of?
* How will I ensure that I am GDPR compliant?

**Managing Endings**

* What will happen at the end of the project?
* Are there follow-on opportunities or signposting to other activities available to participants?
* Will there be an end of project celebration?

**Evaluation**

* Is the project being evaluated?
* Am I expected to contribute to evaluation meetings?
* How will I reflect on my practice and learn from this experience?