**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