**Teacher Encounters  
A practical checklist for employers**

Once you’ve decided what sort of teacher encounter you wish to provide, you may find it helpful to think through the steps your organisation ordinarily takes to onboard and welcome a new employee. You can then apply this model to support your visiting teacher(s).

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| **Practical things to consider as you plan the encounter** | | |
|  | **Notes** | **Complete** |
| What sort of induction should be booked for the first day? |  |  |
| Do you have appropriate Public Liability Insurance? ​ |  |  |
| Who will be the primary and secondary hosts within the organisation​? |  |  |
| Where will the teacher(s) be located and what equipment will they need​? Remember it’s likely they will want to be able to type up notes and capture thoughts |  |  |
| Will you require them to sign a Non-Disclosure Agreement? |  |  |
| Will the teacher(s) need an employee or visitor access pass and do they have any access requirements? |  |  |
| Will they require any personal protective equipment (PPE)? If so, ask for their sizes​. |  |  |
| **Information to provide ahead of time** | | |
| Transport, parking, building access information and lunch arrangements​ (e.g. is there a canteen?) |  |  |
| Details of a nominated contact person​ |  |  |
| Start and finish times​ (ideally you’ll provide a timetable/agenda) |  |  |
| Dress code if applicable |  |  |
| **On the first day** | | |
| Provide physical orientation - tour of site - where are relevant employee facilities - toilets, eating areas, kitchen, tea and coffee, water coolers, canteen. |  |  |
| Organisational orientation – meeting the team, where/how does the team the teacher is placed within fit within the wider organisation?​ |  |  |
| Organisational overview - history, products, services, culture, values, mission statement |  |  |
| Health & safety: What is the fire drill, evacuation procedure, location of extinguishers, fire marshals, emergency exits​. |  |  |
| Be sure to consider any other H&S policies that are relevant to the placement and highlight |  |  |