Induction Contact Planner

Use role titles or fictional contact labels here. Keep actual workplace contact details in an approved place; do not include private care information.

Routine induction questions: role to contact and how

Your response: _____

Urgent help: route and what to say

Your response: _____

Safeguarding concern: first and alternative routes

Your response: _____

Out-of-hours help and fallback when unavailable

Your response: _____

Absence or rota problem: reporting arrangement

Your response: _____

Training and competence: assessor or supervisor role

Your response: _____

Date and method for checking these arrangements

Your response: _____

Learning guidance

A reliable route includes what happens when the first person does not respond. Verify arrangements with the employer rather than relying on this worksheet.

This is a learning worksheet, not workplace competency sign-off.