**Onboarding Checklist; Information**

**Trust C Suite Responsible Person; CIO**

School:

**Pre-Conversion**

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| GDPR Compliance | Completion Date |
| 1. GDPR System and Process Induction for local DPO (SARs, FOI, Data Breaches etc.) |  |
| Cyber Security | Completion Date |
| 1. Cyber Security Audit (DfE Standards) Completed & Action Plan commissioned |  |
| Email | Completion Date |
| 1. HT briefed on email changes & Background checks completed |  |
| MIS | Completion Date |
| 1. MIS migration timetabled |  |
| 1. MIS implementation plan shared |  |
| Trust Level Contracts | Completion Date |
| 1. Rollover to Broadband, Monitoring and Filtering Contract timetabled |  |
| 1. Rollover to Telephony contract timetabled |  |
| Digital Safeguarding | Completion Date |
| 1. Digital Safeguarding Audit carried out |  |
| 1. HT briefed on Digital Safeguarding Changes |  |
| Technical Support | Completion Date |
| 1. Technical Support Assigned |  |
| 1. Full Site Survey carried out & critical function RAG report produced |  |
| 1. Assess suitability of current Broadband, Monitoring and Filtering solution |  |
| 1. Assess current infrastructure & device position |  |
| 1. All devices logged on asset management system |  |
| 1. IT budget and purchasing request and approval system explained to relevant parties. |  |
| License Review | Completion Date |
| 1. Full license review carried out |  |
| 1. Move to Office 365 (if needed) timetabled |  |
| Website | Completion Date |
| 1. CODA informed of new website requirement |  |
| 1. Local Website designer identified |  |
| 1. New website built |  |
| 1. Local training for local website maintainer |  |
| Trust System Training | Completion Date |
| 1. Identification of school training requirements for Trust IT Systems. |  |

**Post Conversion**

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| --- | --- |
| GDPR Compliance | Completion Date |
| 1. ICO Registration Completed |  |
| 1. Staff GDPR Training Completed |  |
| 1. Data Asset Register Completed |  |
| 1. Data Sharing Register Completed |  |
| 1. Data Retention Schedule Completed |  |
| Cyber Security | Completion Date |
| 1. Cyber Recovery Plan Completed |  |
| 1. Cyber Security Training Completed |  |
| 1. Police Cyber Alarm Registration Completed |  |
| 1. RPA Cover Conditions Met |  |
| 1. Cyber Recovery Leader Training Completed |  |
| Email | Completion Date |
| 1. Migration to STOCCAT email complete for all staff, pupil and governors |  |
| 1. All staff email alias created; HT added to relevant distribution groups |  |
| 1. Email addresses updated on all relevant IT platforms |  |
| Governance | Completion Date |
| 1. Governors issued with email address |  |
| 1. Governance Portal training Complete |  |
| 1. Governance Email and Portal guidance issued |  |
| MIS | Completion Date |
| 1. MIS change made |  |
| Trust Level Contracts | Completion Date |
| 1. Move to Broadband, Monitoring and Filtering Contract made |  |
| Digital Safeguarding | Completion Date |
| 1. HT & DSL Digital Safeguarding Training completed |  |
| 1. Governor Digital Safeguarding Training Completed |  |
| 1. All staff Digital Safeguarding Training Completed |  |
| 1. SLT and Governor Lead assigned |  |
| 1. Monitoring and Filtering decisions Documented |  |
| Technical Support | Completion Date |
| 1. Handover completed |  |
| 1. Helpdesk implemented |  |
| 1. Infrastructure improvement plan produced and approved |  |
| 1. Infrastructure improvement plan implemented |  |
| Cloud Based Computing | Completion Date |
| 1. Move to cloud timetabled |  |
| 1. DPIA completed |  |
| License Review | Completion Date |
| 1. Office 365 A3 licenses timetabled |  |
| 1. License consolidation initiated |  |
| 1. Addition to joint tenancy timetabled |  |
| Website | Completion Date |
| 1. New Website Launched |  |
| 1. DNS Records Updated |  |
| 1. Full website compliance check carried out |  |
| GIAS | Completion Date |
| 1. GIAS records Updated |  |
| IT Budget Setting | Completion Date |
| 1. IT Budget Lines Moved Centrally |  |
| 1. Meeting with HT and Business Manager to inform of IT Request and Approval process taken place |  |
| Trust System Training | Completion Date |
| 1. Implement Trust IT systems training. |  |