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

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