

Starters and Leavers Checklist

Approval Control

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Contents

1. Purpose and Scope	4
2. New Starters	4
3. Leavers.....	4

1. Purpose and Scope

The purpose of this document is to ensure that all onboarding and offboarding activities for employees, contractors, and temporary staff are completed consistently, securely, and in line with organisational policies. It covers key tasks such as IT access, equipment allocation, payroll setup, account deactivation, and return of company property, supporting a smooth and compliant transition at the start and end of employment.

This document applies to all new and leaving staff of Planet Education Networks (“**PEN**”).

2. New Starters

Subject	Responsible Individual
GDPR and Information Security Training Completed	HR and IT Department
Device supplied or Bring Your Own Device approved by PEN	IT Department
All company policies read and understood	Line Manager
Email address created	IT Department
Permissions set to appropriate documentation	IT Department
Introductory email from PEN	HR and IT Department
Access to systems given, which includes: Outlook, SharePoint, Shared Mailbox (if required by specific department), Student Information Management System (access granted based on role), Moodle (access granted based on role)	IT Department

3. Leavers

Subject	Responsible Individual
Email address de-activated	IT Department
Return of company assets (including documentation and equipment) completed	IT Department
Work/project hand-over completed	Line Manager
Access to systems removed	IT Department
Email sent to PEN confirming the exit	HR Department