

Induction of Staff – Checklist for Safeguarding	Date	Check
<p>1. Employee informed that the designated safeguarding lead in school is.....</p> <p>Employee informed that the deputy designated safeguarding lead in school is.....</p>		
<p>2. Explanation of the systems the school has in place to ensure safeguarding is secure and the role of the safeguarding lead.</p> <p>2.1 Procedures in school for reporting safeguarding concerns, including the procedure if the head teacher and designated safeguarding lead (or deputy) are absent. Staff informed / reminded that they must always act in the best interests of the child.</p> <p>2.2 Inform staff of the procedure to follow if an allegation is made about another member of staff (including supply staff, volunteers, governors, contractors) posing a risk to children and what to do if they have (a) safeguarding concerns about another member of staff or (b) concerns about safeguarding practices in the school. Refer to School Disciplinary procedure Part 2 (Part (A) and (B) - their duty to report and assist with the management of low-level concerns</p>		
<p>2.3 Ensure staff understand they are expected to support social workers, LADO, Police and other agencies following any safeguarding referral</p>		
<p>3. Advised of and given access to the following policies. The Governors Policy checklist will support this. These policies should also be discussed at induction, covering the agreed procedures and expectations of staff under each one. There should also be an opportunity for questions and any issues to be clarified:</p> <p>4.</p> <ul style="list-style-type: none"> <li>a) Whole school child protection policy including peer to peer abuse and appendix templates</li> <li>b) School Behaviour Policy (which should include measures to prevent bullying, including cyberbullying, prejudice based and discriminatory bullying, Anti-bullying, Anti-racism, Homophobic and Transphobic)</li> <li>c) Employee Code of Conduct (including the mandatory duty for reporting Female Genital Mutilation (FGM) and the Prevent Duty)</li> <li>d) Safeguarding response to children who go missing from education</li> <li>e) Whistleblowing and Confidential Reporting Policy</li> <li>f) Physical intervention and use of “reasonable force”</li> <li>g) School IT Policy, Internet safety (including Social Media and Internet Usage Policy))</li> </ul>		

<ul style="list-style-type: none"> <li>h) Disciplinary Procedure part 1 – Managing conduct of school staff and Disciplinary Procedure part 2 – Managing allegations of school staff</li> <li>i) Guidance on Visitors, including VIPs, to schools</li> <li>j) Add any other relevant policy as determined by the head teacher, governing body or DfE:(add your school list here)</li> </ul>		
<p>5. Advised of and discuss and provide opportunity for questions and clarification on all <b>statutory</b> guidance for schools and the responsibility of staff within them.</p> <ul style="list-style-type: none"> <li>a) “Keeping Children Safe in Education” (latest edition) (Senior designated lead officer will ensure all <b>staff read and are provided with a copy of at least part one</b> of latest edition “Keeping Children Safe in Education)</li> <li>b) Working Together to Safeguard Children (latest edition)</li> <li>c) Dealing with Allegations of Abuse made against Teachers and other Staff. (Part 4 of the latest edition of KCSiE)</li> <li>d) Single Central Record and statutory pre-employment checks</li> <li>e) Disqualification under the Childcare Act 2009 – explanation of ongoing responsibility to self-report to head teacher where circumstances change.</li> </ul>		
<p>6. Advised of and discuss the Nottinghamshire and Nottingham City Safeguarding Children Boards’ Safeguarding Children’s Procedures and how they can be accessed at <a href="http://www.nottinghamshire.gov.uk/nscb">www.nottinghamshire.gov.uk/nscb</a></p>		
<p>7. Advised of and discuss the relevant paragraphs regarding safeguarding under the teacher standards. (See part 2 of the Teachers Standards, 3<sup>rd</sup> bullet point)</p>		
<p>8. Arrange safeguarding training as detailed in Keeping Children Safe in Education (KCSiE) and the latest NSCB <u>Training programme</u></p> <ul style="list-style-type: none"> <li>a) To Include Whole School safeguarding and Child Protection training including online safety for all school staff and for any governor responsible for leading on safeguarding. Refresher dates should be diarised.</li> <li>b) Prevent Duty training for all school staff (on-line 20 minutes Channel training)</li> <li>c) Specific training for Designated Person for Safeguarding</li> <li>d) Recruitment and Selection training for staff, as required. (At least one member of any interview panel should have received appropriate training on safer recruitment).</li> <li>e) Ensure all new staff are on the school list to receive safeguarding and child protection updates</li> </ul>		
<p>9. a) For Teachers – Explanation of the statutory induction process (ECT) and appraisal process/ link with pay/Teachers’ standards</p> <p>b) For Support Staff – Explanation of the school’s probation arrangements for new employees and the support and supervision / appraisal arrangements.</p>		

10. Relevant Policies, procedures and Guidance documents in relation to (a) Whole school and (b) Individual Risk Assessment, School Outbreak Management Plan and pupil and staff well being		
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**Date Checklist fully completed**

Head teacher/line manager's signature:..... Date:.....

Employee's signature: ..... Date:.....

**Acting Head Teacher  
Mr. Duncan White**

